

RENTAL CRITERIA

QUALIFYING STANDARDS

Employment History / Income Requirements:

- Must have a verifiable income consisting of a minimum of **2.5 times** the monthly rent.
- History of acceptable level of income must cover the **previous 24 months**, if applicable*
- Applicants using a voucher program must have voucher paperwork submitted with the application.

***Applicants without 24 months verifiable income may require a cosigner**

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Credit Requirements:

- Positive credit history is required*
- A minimum credit score of **680** is required. Any credit score below 680 may require an additional security deposit in the amount of one month's rent or may result in denial of the application.

***Applicants without a credit score may require a cosigner**

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- **Debt Collections:** Medical-related collections are excluded.

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- **Monies Owed to Landlord:** Any monies owed to a current or previous landlord will lead to automatic denial of the application.

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- **Bankruptcy:** All bankruptcies must be discharged and six months of good credit must be established. Any negative collection history since the disposition may lead to denial of the application. No non-discharged bankruptcies.

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You have the right to obtain a copy of your credit report if your application is denied; for a request, please contact the third-party applicant screening agency below:

Tenant Background Search
866.775.0961
support@tenantBackgroundSearch.com

Rental History and/or Home Ownership:

- **24 months*** of positive verifiable rental history from a third-party landlord including proper notice to vacate given. Positive history includes but is not limited to demonstrating a pattern of meeting their rental obligations, leaving prior rental properties in good condition, and providing proper notice to vacate.
- *Please note that you must provide contact information for the previous landlord(s) and that the previous landlord must take or return our screening request within 72 hours application submission or we will move onto the next application.*
- Home ownership will be verified through tax records or credit report.

***Applicants without 24-month's verifiable rental history may require a cosigner**

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- **Eviction History:** Any evictions or monies owing to a landlord will lead to automatic denial of the application.

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Criminal History: Criminal history will be evaluated on a case-by-case basis in accordance with city, county, and state laws.

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Occupancy Standards: A maximum of 2 people per bedroom will be allowed to occupy the unit.

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COSIGNER: If a cosigner is required, they should:

- Have a verifiable monthly income equal to four (4) times the stated monthly rent;
- Have a minimum credit score of **725**;
- Be a current home-owner; and
- Meet all other criteria included on the qualifying standards.
- Cosigner will need to fill out and submit the rental criteria, application packet, application fee of \$32.95, provide proof of income and current state or government picture identification.
- Once approved, at lease signing cosigner will be required to sign all lease documents including a cosigner addendum, which remains in effect for the duration of the tenant's residency.

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PET POLICY:

If you intend to have a pet on the property you must obtain permission in advance and sign and/or provide the appropriate forms. All pets must be properly licensed if required by city or county law and you must provide a record of current immunizations. Verification of licensing with the county must be provided to and approved by management prior to moving in.

- Cats only (maximum two per unit)
- \$35 monthly pet rent per cat.
- For Pierce County Residents only, \$150 refundable pet deposit and \$150 non-refundable pet fee are also required.

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RENTER'S INSURANCE POLICY:


Current renter's insurance is required for all residents. Verification of renter's insurance must be provided to and approved by management prior to moving in.

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APPLICATION PROCESS: Applications are processed by a professional tenant screening company. **Any false or misleading information provided by the applicant on the written application or omission of a material fact may result in denial.** We do not accept comprehensive reusable tenant screening reports.

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Applications are pre-reviewed in the order in which completed applications and application fee are received. After preliminary screening, applications which do not appear to meet our Rental Criteria will be notified and will not be passed along for further review. Please note that, while equivalent applicants are processed in the order received, such other factors such as the requested date of the commencement of tenancy may result in priority of another application.

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INSTRUCTIONS TO APPLY:

Each person 18 and older who will be residing in the home must submit the following:

- ✓ Application and Rental Criteria must be filled out completely, signed, and dated
- ✓ Application Fee of \$32.95
- ✓ Attach copy of current state or government picture identification
- ✓ Attach copy of valid social security number or passport/visa for all the occupants

- ✓ Proof of income
 - Attach copy of past two (2) current check stubs
 - Attach copy of SSI/disability papers, child support papers, etc.
 - Attach copy of student financial aid award
 - If self-employed: attach a copy of last year's tax returns and three (3) months of current bank statements
 - If an international student: attach a copy of three (3) months of current bank statements and a letter indicating the frequency and amount of payments you receive
- ✓ Applicants using a voucher program must have voucher paperwork submitted with the application.

If additional time is required to complete the application due to the need to procure interpretation/translation services for accommodations for a disability, please submit your request in writing to: thomas_jen@comcast.net and cc: dplapartmentspc@gmail.com

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APPLICATION FEE: An application fee of \$32.95 per applicant must be paid (**cash, cashier's check, or money order** made out to the apartment community) before we will process the application. If the application is denied, or the applicant cancels for any reason, this fee will be non-refundable.

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HOLDING FEE: Once you have been notified that your application has been approved, you have 24 hours to deliver a holding fee in the amount of the basic security deposit to our office. Until we receive a holding fee we reserve the right to continue to market the property to prospective tenants.

A cashier's check or money order made out to the apartment community is required for the holding fee and all move in funds. **Once the holding fee has been paid, cancellation by the applicant will forfeit these funds.**

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LEASE START DATE: Once application is approved, applicants have 10 days to start their lease and take possession of the apartment unless work is still being completed on the unit.

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PAYMENTS DISCLOSURE: Currently, we do not offer a means for electronic payments. Monthly rent payments must be paid in the form of a personal check, cashier's check, or money order and mailed to the apartment community's Post Office Box.

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CITY OF TACOMA RESOURCES: For **Chelsea Apartments, Heatherstone Arms Apartments, and Maple Court Apartments** applicants, please visit <http://www.cityoftacoma.org/rentalhousingcode>.

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Equal Housing: This community does not discriminate based on race, color, sex, religion, handicap, familial status, national origin, political ideology, creed, ancestry, age, marital status, sexual orientation, gender identity, parental status or use of Section 8 certificate.

By signing below, I agree that I have read and understand the rental criteria. Rental criteria must be submitted with the application.

Applicant signature:

Date:

Owner/Agent signature: _____

Date: _____