

Bothell Landing Rentals, LLC

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Rental Application and Criteria Notice

All prospective tenants must read the following application instructions and rental criteria prior to submitting a rental application for the townhouses located at 3629, 3631, or 3635 1st Ave NW, Seattle, WA 98107.

1. INFORMATION ACCESSED FOR SCREENING

As part of our rental screening process, we will access the following information:

- Review and verification of all documentation and information provided by the applicant.
- Consumer Report
 - Reporting Agency: Experian; www.experian.com/consumer; Phone: 888-397-3742
 - Applicants will have the right to obtain a free copy of the consumer report from the agency listed above in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report.
 - Owner/Agent will not accept a portable screening report.
 - If a consumer report is not available, records documenting any outstanding debt including payment history must be provided.
- Public Records (May include civil and criminal court records, and sex offender registry in compliance with any local law restrictions)
- Information from provided references (May include current and previous employers and landlords)

2. INSTRUCTIONS TO APPLY

- 1) **Tour Property:** Applications are not complete until prospective tenant(s) have toured the property.
- 2) **Provide Photo ID:** Copy of Government Issued Photo Id for each applicant (name must match application).
- 3) **Complete Application & Screening:** A fully complete application is required for each adult occupant.
 - a. Applications and screening requests are sent to prospective tenants by email.
 - b. An application is not considered until all parts are completed by all co-applicants.
 - c. Applications with material misstatements or omissions will be rejected.
 - d. All prospective occupants and animals, including service and comfort animals, must be identified.

In the event an applicant has a sensory, physical, or mental impairment that limits a major life function, or needs meaningful access to the application form (i.e. applicant does not speak English and needs a translator) and is not able to complete an application in a timely manner, they can make a request for additional time or a reasonable accommodation to extend their application period for up to 72 hours. Please submit your request directly to the Property Manager with the requested timeline to complete the application, the reason for your accommodation request and documentation supporting your request.

- 4) **Applications are processed:**
 - a. Rental Criteria are verified. Each applicant must qualify independently. Income from 2 co-applicants may be combined to meet the 3x income requirement.
 - b. References for Employment and Residency are contacted. If unable to contact references within 48 hours of reaching out to them, your application may be denied.
- 5) **Applicants are notified of the decision by email.**

For questions about applying or to request a tour, email info@BLRpm.com

3. TERMS AND POLICIES TO BE OFFERED

Each applicant must be willing to agree to the following basic terms and policies, in addition to all other terms included in our standard lease agreement. If the best qualified applicant does not meet minimum criteria, they may be offered alternative terms.

- Signing and Deposit: Approved applicants must return a signed agreement and payment within **48 hours**.
 - If the property is currently available, a signed Lease Agreement and one month's rent is required immediately. The Security Deposit is required prior to moving in.
 - If the property is currently occupied, a signed Holding Agreement and deposit (25% one month's rent) is required immediately. A signed Lease Agreement, one month's rent (remaining balance), and Security Deposit are required prior to moving in.
- One year lease term. Longer terms may be offered on a case-by-case basis.
- Move in date must be less than 1 month from application or property availability date (whichever is later)
- Tenant pays all utilities
 - Electric (Seattle City Light), Gas (Puget Sound Energy), and Internet (Xfinity or Quantum Fiber) billed directly to tenant by utility
 - Water, Sewer, Garbage (Seattle Public Utilities) paid to landlord
- No smoking or vaping is allowed anywhere on the premises (including decks, patios, and balconies)
- Renter's Insurance is Required
- Small pets may be allowed on a case by case basis. All animals must be identified in the application. Additional information may be requested prior to approval.

4. REQUIRED DOCUMENTATION AND FEES TO BE INCLUDED WITH EACH APPLICATION

- Email supporting documents to: info@BLRpm.com
- Government Issued Photo Id (name must match application)
- Employment and Income Source Documentation
 - W-2 Employee
 - 2 most recent pay stubs (must include employer name, employee name, and pay period)
 - Offer letter from new employer (must be on employer letterhead, include applicant's name, and compensation summary)
 - Self-Employed
 - 3 most recent bank statements (must include name of bank, account holder's name, statement date, summary of deposits, and balance) and most recent tax return (IRS 1040)
 - Other
 - Proof of regular/recurring income from a lawful verifiable source
- Rental History Documentation
 - Contact information for 2 landlord references from the last five years.
 - If the applicant owned a home and cannot provide rental references, then documentation of mortgage payments should be provided.
- Documentation for any Animal
 - All pets must be licensed and vaccinated
 - Service/Companion animals are defined as an animal that provides necessary medical support for the benefit of an individual with a disability. For non-obvious disabilities, we require written documentation of the animal's status as a service/companion animal for your application to be considered complete.
- Screening fee: \$40 /applicant

5. MINIMUM CRITERIA FOR ACCEPTANCE

Completed applications (with all required documentation) will be evaluated in order received in accordance with City of Seattle First in Time regulations, SMC 14.08.050.

Our minimum criteria for acceptance are detailed below.

5.1 Minimum Income Requirement

- Annual Income to Rent ratio of at least 3:1.
- Proof of income must be provided with application.

Note: If part of your income is a verified rent subsidy that will be paid directly to the landlord, the monthly subsidy amount will be deducted from the rent amount when calculating your rent to income ratio qualification.

5.2 Financial History

- Credit Score of at least 720
- No excessive debt
 - Exclusive of student loans, Debt to Annual Income must be less than 100%
- No pattern of delinquencies
- No bankruptcies in last 7 years
- No rental related collections (with the exception of unpaid rent between 3/1/2020 – 12/31/2021)

5.3 Rental History

- 2 years of favorable and verifiable residence history or home ownership
- No evictions
 - Eviction history during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020 is not considered.
- Not more than two 3- day notices or NSF checks within a 12 month period
- No prior damage or disturbance complaints where property manager would not re-rent
- No current 3-day notice or outstanding debt to property management or landlord.

5.4 Employment History

- Verifiable employment is required
- If employed at current job for less than 3 months, prior employer and income verification is required.
- If currently unemployed, proof of steady alternative income source is required.

5.5 Criminal History/Sex Offender Registry

- Applicants will not be screened for criminal history.
- We perform an individualized assessment of any adult on a county, state, or national sex offender registry to determine whether a business reason exists to deny tenancy. We consider the nature and severity of the offense, the number and type of convictions, the time that has elapsed since the conviction, your age at the time of conviction, evidence of good tenant history before and after conviction, any additional information showing rehabilitation, good conduct, or other factors that you would like us to consider.

5.6 Other

- Any other information provided by the applicant will be taken into consideration.
- False, incorrect, or misleading information will result in immediate denial of an application.