

**HIGHLANDER APARTMENTS**  
(the "Property")  
MANAGED BY  
FORUM REAL ESTATE GROUP, LLC  
-RESIDENT SCREENING POLICY-  
(effective March 1, 2020)

The Property operates in accordance with the Federal Fair Housing Act, as well as state and local fair housing and civil right laws. We do not discriminate against any person on the basis of race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The rental criteria below outline the policies for this community with regards to the standards that may be required by each applicant in order to be approved for residency.

An application is considered complete upon the submission of a signed application form with all requested information provided on the application form and payment of the non-refundable \$45 application fee. Every applicant 18 years of age or older must complete an application. Per RCW 59.18.253, upon an application being accepted, the applicant must pay a holding fee to hold the apartment and is subject to the terms and conditions provided separately on the Agreement to Enter into Lease & Receipt.

The Property submits information from the completed application to TransUnion through Buildium property management software. TransUnion provides us with reports on (1) credit, (2) criminal records & (3) eviction records. In the event of an adverse action, you have the right to obtain a free copy of your reports from TransUnion and to dispute the accuracy of any information appearing on such reports. Contact information will be provided to you on the Adverse Action Notice.

We do not accept comprehensive reusable tenant screening reports as defined in RCW 59.18.030(3).

**OCCUPANCY GUIDELINES** – The following maximum occupancy standards apply based on two (2) persons per bedroom plus one (1) per apartment:

One Bedroom	Three Persons
Two Bedrooms	Five Persons
Three Bedrooms	Seven Persons
Four Bedrooms	Nine Persons

**GENERAL** – All applicants must be 18 years of age or older, complete the application form in its entirety and pay the non-refundable application fee of \$45 per applicant. All persons 18 years of age or older wanting to reside at the property MUST complete the rental application and pay the application fee. Applications that are incomplete, containing incorrect, untrue or false information are subject to being denied.

**IDENTIFICATION** – all applicants are required to provide a form of legal identification.

**INCOME** – Applicants must provide 6 months of stable, verifiable income in writing as to amount and receipt. Failure to do so may require an additional deposit or guarantor. Self-employed applicants must

provide the most recent 2 years personal tax returns and the last 3 months' bank statements with application.

Examples of documents to verify income include pay stubs, tax returns, bank statements, statement of benefits from a governmental agency, award letter from the Employment Security Department, certified copy of court order providing maintenance or child support, etc.

**RENT TO INCOME RATIO** – applicants' income must be a minimum of 2.5 times the monthly rent being paid by applicants along with necessary supporting documents. (The amount of a valid housing voucher is deducted from the rent amount prior to this calculation).

#### **CREDIT**

650+	Acceptable
550 – 649	Review of make-up of Credit History
Under 550	Denied

Credit scores under 550 may be accepted if applicant has rent guaranteed through a guarantor or housing program AND applicant can verify 24 months of positive residency history immediately preceding application.

Any rental housing debt, evictions or collections in last five (5) years may be denied.

**RESIDENT HISTORY** – all occupants must have at least 12 months of verifiable and positive residency history immediately preceding application. Verification request may require proof of timely payments.

**CRIMINAL HISTORY** – application screening includes a criminal background check (NO CRIMINAL BACKGROUND CHECKS ARE DONE IF THE PROPERTY IS LOCATED WITHIN THE SEATTLE CITY LIMITS). Criminal History is reviewed on a case-by-case basis. Consideration will be given to the nature and date of the crime, circumstances of conviction, efforts at rehabilitation, and prior rental history.

***Unless exempted pursuant to SMC 14.09.115, a housing provider in Seattle is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal record, except sex offender registry information.***

All applicants will be screened for registry information. Considerations will be given to the following factors relating to the conviction(s) that appear on local, state or national sex offender registries:

- The nature and severity of the conviction;
- The number and types of convictions;
- The time that has elapsed since the date of conviction;
- Age of the individual at the time of conviction;
- Rental history after the conviction;
- Any supplemental information provided related to the matter.

**EVICTION HISTORY** – Five (5) years of eviction free history may be required for approval.

**GUARANTOR/CO-SIGNOR** – Guarantors will be accepted for applicants at the discretion of the Property when the applicant does not meet the required rent-to-income ratio or is denied on the basis of poor financial history. Only one guarantor per apartment is permissible. Guarantors must reside in the United States, meet the above established criteria and have gross monthly income equal to or greater than four (4) times the monthly rent.

**ADDITIONAL INFORMATION**

- Animals – Provided the Property does not have a No Pet Policy, there is a limit of two animals. Restrictions vary at each Property managed by Forum Real Estate Group, LLC. The following breeds are restricted from all Properties managed by Forum Real Estate Group, LLC:

Pit bulls/Straffordshire Terriers (or mix)	Chows
Doberman Pinschers	Akitas
PresaCanarios	Wolf-hybrids
Alaskan Malamutes	Poisonous and exotic animals
Rottweilers	Piranhas, Ferrets, Skunks & Raccoons

Any animal over 40 pounds is subject to Property approval.

An additional pet deposit and non-refundable fee is required for each animal. Pet rent may also apply.

In the case of service animals, (1) it must be required for a disability and (2) it must perform work or tasks on behalf of the owner. No pet deposit, non-refundable fee or pet rent applies under such circumstances.

Applicant must provide proof that animals are properly licensed if required by city or county law and must provide copies of current immunizations.

- Applications will not be considered until the Application has been completed in its entirety, executed and returned with the applicable Application Fee. An incomplete Application Form is subject to being denied.
- Renter's Insurance is required.

I have read and understand the entire resident screening policy for the Property.

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Applicant Date

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Applicant Date

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Applicant Date

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Applicant Date