



## Residential Qualification Criteria – City of Seattle

An application needs to be completed for *each* household member over the age of 18. Payment of the screening fee of **\$46.00** is required to proceed. Valid photo identification will be required of all applicants. Additional requested documentation or information must be provided within 72 hours to continue the application process.

**Rental History:** A minimum of two housing references must be provided. References for the past three years will be sought from landlords where a person was on a lease. If transitional housing or shelters are currently used then references from shelter providers and/or case managers must be provided. References from friends and family will not be accepted. Ability to pay rent, maintain housing standards and lease compliance will be evaluated.

**Credit History:** Credit will be reviewed on each adult household member for outstanding balances to utility companies, prior landlords, verification of provided information, unreported assets and open bankruptcy proceedings. Generally poor credit will not result in denial of application.

**Income:** Monthly gross verifiable income must be at least equal to at least 2 times the *resident portion of the rent* and not exceed the income and eligibility requirements for property funders/programs.

**Occupancy:** Household size must be a minimum of one person per bedroom. Applicant head of household must be 18 years or older.

### **Denial of Application may result from the following:**

- Verified unpaid eviction appearing on credit report or confirmed with landlord within the last 3 years.
- Unpaid rental collection verified on credit report and/or balance owing to landlord will require a payment plan and may be denied
- Four or more late payments or lease violations within a 12 month rental period (current or previous).
- Falsification of rental application or failure to provide required information
- Inappropriate conduct during the application process
- Full-time student households must qualify for one of the specific allowable exemptions
- Verification of Social Security or acceptable alternate ID form must be completed
- Delay in providing appropriate documentation as requested within 72 hours
- Applicants that were either evicted, asked to leave, or issued a notice from any LIHI property in the past are subject to denial, and management of those LIHI properties will be asked for a recommendation.

Please be advised, a landlord (within the Seattle city limits) is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information which is the result of an adult criminal conviction – as described in Subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115.

We do not automatically deny applicants based on sex offender registry that is the result of an adult criminal conviction. Rather, consideration is based on the nature of the offense and time passed since the date of final disposition. Supplemental information can be provided to the landlord by the applicant, or produced on behalf of the applicant, with respect to the applicant's rehabilitation and/or good conduct. Supplemental information may include, but is not limited to: conviction information; certification of rehabilitation; written or oral statements by the applicant, past or present employer(s), current and prior landlord(s), members of the judiciary or law enforcement, parole officer, member of clergy, counselor or therapists, social workers or similar person(s).

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding information contained in your rental application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, will conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.