

## Renfrew Home Realty

### Tenant Application Information

Minimum Credit score is 680

Income shall be 3 times the rental amount

Must have Lawful Verifiable Income, that can come from sources other than employment

Tenants pay all Utilities

Prefer no pets, but may accept small pets on a case by case basis with Pet Deposit in some cases.

Applicant should view the inside of the house, before submitting an application

No Security/Damage deposit shall be collected until tenant has walked the property and filled out a condition report and signed a complete lease and been given possession and keys or have arranged to do so.

A holding deposit may be collected to reserve the property until the application process can be completed and the property is formally offered to the tenant and a condition report and lease can be filled out. Once delivered the holding deposit is fully refundable in the event the landlord does not rent to the tenant. The holding deposit is Not refundable if the tenant decides not to rent the property.

Application fee is approximately \$45 per adult over 18 years of age.

Must have good references

Tenant is required to have renters insurance

## Occupancy Standards

It is Renfrew Home Realty's policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, familial status, disability or any other federal, state and local laws regarding fair housing.

### \* Applicant Occupancy Standards:

**Determination will be made on a case by case basis, after analysis, and will be based on several factors and information.**

1. Policies:
  1. All persons leasing an apartment, condo, or single-family residence must be of legal age - 18 years or older - to sign a contract.
  2. Provide photo copy of picture ID for each person 18 years and older.
  3. Incomplete applications, lies & omissions on application are grounds for denial
  4. **Renfrew Home Realty DOES NOT accept portable screening reports.**
2. Income Requirements: - The gross income to rent ratio to qualify is 3 to 1.
  1. Applicants must have current, consistent and verifiable employment of at least 6 months. Please provide copies of at least 3 current, consecutive pay stubs.

- Employment of less than 6 months may be considered if it is the same position/capacity and in the same industry as previously employed.
  - 2. Self-employed applicants must provide previous 2 years tax statements and previous 3 months company bank statements.
  - 3. Retired applicants or applicants with alternate legal sources of income must provide previous 3 months bank statements indicating their monthly direct deposit OR, provide documentation indicating monthly income, i.e. government letter of social security, disability, or retirement income.
  - 4. College students without current income may be considered with a qualified co-signer and proof of full-time enrollment.
  - 5. A maximum of 2 individual incomes may be combined to meet the income requirements in most rental applications.
3. Verifiable Residency - Applicants must have 6 months with good payment and rental history:
- 1. Recent college graduates may qualify without rental history only if all other criteria are met.
  - 2. Relatives and friends are not acceptable rental references.
  - 3. Daytime phone numbers are required for rental references.
  - 4. If you do not have landlord references but have sold your home, provide a copy of the settlement paperwork. If you own a house that you are now renting, provide a copy of the lease agreement and your property manager's contact information.
  - 5. Should the credit report come back with an "Address Discrepancy," applicants must provide proof of their current address. Acceptable forms of proof include: driver's license or valid state ID, current lease or mortgage statement, home utility or insurance bill, or a pay stub dated within the past 30 days
4. Credit Check - All applicants must have a favorable credit rating for the past two years.
- 1. Credit must be at least 80% positive overall.
  - 2. **Applicants will not be accepted for the following derogatory credit records:**
  - 3. Eviction action and/or moneys owed to an apartment or landlord in the last 7 years.
  - 4. Bankruptcies must be discharged 2 years prior to application as verified on the credit report.
5. Criminal Background Check
- 1. We will be reviewing the following: "history of criminal behavior that may negatively affect tenancy-drugs, sex offense, robbery, assault, active warrants, etc..." Determinations as to criminal screening will be made on a case by case basis, after analysis, and will be based on several factors and information. There will be no automatic denials on arrest or criminal convictions.
  - 2. Applicants will be denied if they have been convicted of a sex crime and are subject to a lifetime registration requirement as allowed by law.
  - 3. Applicants will be denied if they have been convicted of the manufacturing or production of a controlled substance.
  - 4. Applicants may be denied if they have been convicted of drug-related or violent criminal activities within the past 3 years.

### **Application Fee - Non-Refundable**

5. **\$45.00 Money Order or Cashiers Check only, credit card, made payable to Rental Research Inc. for each hard copy application or \$45.00 credit card payment for online applications which is NON-REFUNDABLE. A \$25.00 monthly administrative fee will be charged subsequent to move-in on all residences.**
6. Any persons age 18 or older are considered individual applicants and must pay a separate application fee (i.e. spouses, co-signers, roommates or family members). No cash or personal checks will be accepted.

### **Application Acceptance:**

Upon acceptance of application, a holding fee is required within 24 hours to hold and secure the property until move-in and formal possession and tenancy is given. This holding fee is non-refundable should the applicant decide not to rent the property. Holding fee payment must be a **cashiers check, money order made payable to Renfrew Home Realty** and provided within 24 hours after notification of approved application. If landlord does not rent to the applicant/tenant than the holding fee will be returned to tenant/applicant.

**Seattle Utility Fee:** Seattle Public Utilities requires Landlord's invoice tenants directly for Public Utilities. There will be a \$25.00 fee per invoice service charge added to the rental costs for this service. This fee will be due upon receipt of the invoice. This does not apply if the Water Public utility is included in the monthly rent.

**Rents And Deposits:** Initial Rents and Deposits are to be in the form of a Cashiers Check or Money Order. Rent payments thereafter can be made by personal check. We cannot accept cash for Rent or Deposit payments. An ACH form for auto payments of Rent and Utilities where applicable is the preferred method of payment and the benefit to tenant is no postage, mail, or late fees as long as funds are available between the 1<sup>st</sup> and 10<sup>th</sup> of the month in the account. All applicants must provide a photo proof of identification... I.E. (drivers license). We will retain a copy of this ID for our records and make it a part of your file.

**Agency Disclosure:** Tenant(s) are hereby notified that Renfrew Home Realty and agents represents the Lessor or (Owner of the Rental Property) in the Lease agreement. A pamphlet on Agency Disclosure is provided in your Lease packet to explain this issue.

**Lead Base Paint and Asbestos:** The dwelling you are applying for may or may not contain Lead Based Paint and/or Asbestos materials. This is especially true in pre-1978 residential properties. Available at our offices are free Lead Based Paint and Asbestos information brochures. We do not test for Lead Paint or Asbestos. Lessor makes no representation as to whether or not this property contains Lead Based Paint or Asbestos unless otherwise specified. You will be provided a copy of the Lead Based paint disclosure prior to move-in as required by law. If you are concerned about Lead Based Paint or Asbestos exposure prior to making an application, please contact us for a copy of this brochure immediately before making application.

**Applying Before Seeing the Property - If Applicable:**

If you submit an application without taking the opportunity to physically visit and visually inspect the property, please understand that there are inherent risks and possible misunderstandings in leasing and occupying a residential unit “sight unseen,” and the application fee will not be refunded should any such misunderstanding occur.

1. Pay a minimum performance fee of \$500.00. This holding fee can be paid by cashier's check or money order at the time of application. This fee will be returned to applicant(s) if the application for tenancy is denied. If applicant is approved for tenancy, this amount will be applied towards the deposit for the rental unit. If for any reason applicant withdraws this application after submission with Renfrew Home Realty, this fee shall be forfeited.

A typical application takes 2 – 3 business days to process. Your property manager will contact you once your application has been completed. We look forward to working with you!