



We wish to provide you as prompt and efficient service as possible. Our office is privately owned and small, we are frequently out of the office on showings and inspections. We recommend making an appointment to minimize the risk of not having the right professional here to help you. If you plan on applying for tenancy for one of our properties, please ensure you review and understand the following:

**There are at least four categories for Tenant Selection Policies. They are as follows:**

- The requirements to apply for the property – the Application Process
- Rules of the Property
- Potential Disqualifiers identified on the Background Screening Report.
- Disclosure documents explaining laws governing the application process – Tenant Rights!

**RENTAL CRITERIA**

WE DO NOT ACCEPT REUSABLE TENANT SCREENING REPORTS

Thank you for applying to rent from our company. This process should be completed within 72 hours (excluding weekends and holidays). Want your screening report to come back to our office fast as possible? Then fill it out thoroughly, include all phone numbers, type, or write legibly. We are happy to help you with any questions. All rentals are on a “first come, first serve” basis. The only thing that will “hold” a rental for you is a completed application, a paid screening fee and a paid Non-Refundable Holding Deposit. **\*Screening Fee is non-refundable.**

**THE APPLICATION PROCESS**

1. Each person who is 18 years and older must fill out a Rental Application. The following applies:
  - a. Fully completed Rental Applications including the \$54.00 non-refundable processing fee needs to accompany each tenant/Lease Holder(s) application.
  - b. Rental Applications submitted online are charged an additional \$3.00 processing fee. Visit [townsendbay.net/apply-now](http://townsendbay.net/apply-now) to submit your application online.
  - c. The Tenant Screening process will include credit reports, rental references, court records and employment verification.
  - d. For screening services, TBPM uses:

ORCA Information, Inc., 120 E George Hopper Rd, Suite 108, Burlington, WA 98233, 800-341-0022.

2. For each property TBPM accepts and processes one set of Rental Applications (or co-tenant applications) at a time. The following documents are required upon submission of each application:
  - Copies of government photo ID and
  - Equivalent proof of identity (Visa, Passport, etc.). See attached, *Suggested Alternative Documents for Screening Immigrant Populations*.
  - Documents proving income is 3 times the rent amount.
  - Signed document titled, **WASHINGTON STATE FAIR TENANT SCREENING ACT OF 2012**
3. Commercial Rentals – Complete a Commercial Rental Application, this application can be requested in a paper version from the Property Manager, no online applications available currently. Application fee is \$80.00.



# TBPM

Townsend Bay Property Management, Inc

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## TENANT SELECTION POLICY

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### REQUIREMENTS

A rental applicant's gross monthly income must equal at least 3 times the rent. Income must be lawful and verifiable. Documents proving earnings need to be submitted to the office **BEFORE THE SCREENING PROCESS WILL BEGIN.**

- Proof of Adequate Income, Example: Most recent check stub with year-to-date earnings.
- Self Employed: Tax Returns for last two years.
- Retired: Copies of Deposit slips, Investment Earnings and/or Social Security Earnings Documents, Bank Deposit History
- Additional Sources of Income, Example: Child Support, Bank Deposit History, etc.

### POTENTIAL DISQUALIFIERS (Overview)

The following are issues that may cause a denial of your application:

- Credit score below 600
- Unpaid Collections
- Bankruptcy within past two years
- Less than two years of positive credit history.
- Unlawful Detainer (Eviction)
- Negative/Incomplete rental reference
- Court Records – History of criminal activity on the part of any proposed occupant and which presents a danger to persons and/or property, or the peace and enjoyment of the others in the apartment/community could negatively impact your application. Example: drugs, sex offense, robbery, assault, etc.
- Determinations as to criminal screening will be made on a case-by-case basis and based on several factors and information. There will be no automatic denials for arrests or criminal convictions.
- False information and/or omission of material fact on Rental Application
- Lack of information provided on Rental Application
- Lack of proper documentation of earnings (3 times rent amount)
- Lack of 24 months positive, consecutive, objective rental references.
- Exceptions to Standards – Adverse Action Conditional Terms of Acceptance
- Due to extenuating circumstances – exceptions to one of the above standards may be considered and an Adverse Action Conditional Terms of Acceptance may be applied, for example: apply with a qualified guarantor that lives in the state of Washington, an additional deposit may be required, tenancy requires an increased deposit, tenancy requires last month's rent, or tenancy requires an increased monthly rent of an adjusted amount, or other terms of acceptance may apply. This is based on a case-by-case situation.

### CONSUMER RIGHTS INFORMATION

- Consumer Information is kept confidential.
- A credit report is considered a "hard hit" by all three major credit bureaus.
- In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.
- Per FCRA, the company, Orca Information, Inc. provided all, or part of the information included in the background check. However, Orca Information did not make the decision to take Adverse Action.
- Decision to rent is made solely by TBPM.
- You have the right to obtain a FREE copy of your credit report each year from every credit bureau. For a FREE copy log onto: [www.annualcreditreport.com](http://www.annualcreditreport.com).
- Orca Information obtains credit reports from Trans Union.



### CO-SIGNER/GUARANTOR

If applicant does not meet the minimum requirements a co-signer/guarantor may be required. Required qualifications are the following:

- Proper documentation of earnings/income
- Proof of Adequate Income, Example: Most recent check stub with year-to-date earnings
- Self Employed: Tax Returns for last two years
- Retired: Copies of Deposit slips, Investment Earnings and/or Social Security Earnings Documents, Bank Deposit History earn 5 times the rent amount

### PET POLICY

A \$500.00 pet deposit is required for each pet. There is a \$50.00 non-refundable fee retained to inspect the carpet for pet urine upon vacating the property. If there is no pet damage, deposit will be refunded, less the probe fee. Additional monthly pet rent is charged in the amount of \$25.00.

### ASSISTANCE ANIMALS

Assistance animals accepted with written verification of a disability related need.

### MARRIED APPLICANTS

Married applicants can combine income. For unmarried applicants, at least one adult applicant/occupant must be included and must meet the minimum requirements. Depending on your debt load and credit score, lower than minimum income will be considered. Also, applicants who have lived together for more than two years can be given further consideration.

### MAXIMUM OCCUPANCY

2 persons per bedroom. Each adult occupying the premises at any time during the term of the lease (other than guests staying 14 days) must undergo a tenant screening process before occupying the premises and must meet all Tenant Selection Policy Criteria other than income and credit requirements.

### MOVE IN PROCESS

The move-in costs are divided into the following parts:

The Non-Refundable Holding Deposit, and Preliminary Terms Agreement: will be applied to the refundable security deposit

The Lease Signing Agreement

The Security Deposit

The Rent

**CHECK-IN:** An appointment will be scheduled at our office when the property is ready for occupancy. The deposit needs to be paid. The lease and all rental documents will be reviewed and signed. Appointments must be made Monday through Friday (except holidays) during normal business hours, starting no later than 3:00 PM. Exceptions are made when the 1<sup>st</sup> of the month falls on a weekend (except January 1), if this occurs the lease signing will be done on the first business day prior the 1<sup>st</sup> of the month if the premises is vacant. A lease signing check in appointment takes approximately 1 to 1.5 hours, starting with the signing of the lease at our office.

**RENT:** Pro-rated rent will be charged from the date the property is "rent ready" and be paid on the date the lease is signed.

**UTILITIES:** Local utilities must be established in the tenant's name by the tenant before the check-in. The utility company will require a deposit.

**RENTERS INSURANCE:** We require all renters to acquire renters insurance with a \$300,000 liability, listing TBPM as an additionally interested party. Proof of renters insurance must be submitted at time of lease signing.

**SAMPLE LEASES**

An applicant/occupant may request sample leases to be read at our office. We encourage you to review a sample lease and ask questions at the time of the application.

**ABOVE RULES & REGULATIONS**

It is our mission to comply with the Washington State Landlord Tenant Act, therefore we have included rules & regulations in our Tenant Selection Policy to reflect compliance. We have also added additional rules & regulation that meet our contractual obligations to our clients, the property owner(s) we represent.

**OFFICE USE ONLY – SUBMISSION CHECKLIST**

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- \_\_\_ Completed application(s) with signature(s)
  - \_\_\_ Documents proving 3 times Rent
  - \_\_\_ WA State FTSA signature page
  - \_\_\_ Screening fee payment
  - \_\_\_ Gov't issued photo ID
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Owner/Agent:	_____	Signature:	_____	Date:	_____
Applicant:	_____	Signature:	_____	Date:	_____
Applicant:	_____	Signature:	_____	Date:	_____
Applicant:	_____	Signature:	_____	Date:	_____
Applicant:	_____	Signature:	_____	Date:	_____