



OFFICE USE ONLY

NEW MOVE-IN   
  OCCUPANT TURNING 18   
  ADD/REMOVE ROOMMATE   
  TRANSFER

PROPERTY NAME / NUMBER \_\_\_\_\_

UNIT NUMBER SAMPLE ADDRESS SAMPLE

DATE UNIT WANTED SAMPLE UNIT RENT \$ SAMPLE NON-REFUNDABLE SCREENING CHARGE \$ SAMPLE  
MM/DD/YYYY

OWNER / AGENT SAMPLE PHONE SAMPLE

OWNER / AGENT ADDRESS SAMPLE

COMPREHENSIVE REUSABLE TENANT SCREENING REPORT IS  ACCEPTED  NOT ACCEPTED BY THIS PROPERTY (IF NOTHING IS CHECKED, IT IS NOT ACCEPTED). IF A COMPREHENSIVE REUSABLE TENANT SCREENING REPORT IS ACCEPTED, OWNER/AGENT MAY ACCESS ITS OWN TENANT SCREENING REPORT REGARDING YOUR APPLICATION AS LONG AS YOU ARE NOT CHARGED FOR OWNER/AGENT'S OWN TENANT SCREENING REPORT.

SMOKING POLICY:  SMOKING ALLOWED - ENTIRE PREMISES   
 SMOKING PROHIBITED - ENTIRE PREMISES  
 SMOKING ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF SAMPLE  
 MINIMUM INSURANCE AMOUNT: \$ SAMPLE (\$100,000 IF LEFT BLANK)

APPLICANT

**APPLICANT FULL LEGAL NAME** SAMPLE EMAIL SAMPLE  
**PREVIOUS NAMES, ALIASES OR NICKNAMES USED** SAMPLE  
**DATE OF BIRTH** SAMPLE **SOC. SECURITY #** SAMPLE **APPLICANT PHONE ( )** SAMPLE  
MM/DD/YYYY  
**GOVERNMENT ISSUED PHOTO I.D. TYPE** SAMPLE **#** SAMPLE / **STATE** SAMPLE **EXP. DATE** SAMPLE  
MM/DD/YYYY  
**CURRENT STREET ADDRESS** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE **DATE YOU MOVED IN** SAMPLE  
MM/DD/YYYY  
**CURRENT LANDLORD NAME** SAMPLE **LANDLORD PHONE ( )** SAMPLE  
**LANDLORD EMAIL** SAMPLE **LANDLORD FAX ( )** SAMPLE  
**STREET ADDRESS (OR APARTMENT NAME)** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE

**APPLICANT FORMER STREET ADDRESS** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE **FROM** SAMPLE **TO** SAMPLE  
MM/DD/YYYY MM/DD/YYYY  
**FORMER LANDLORD NAME** SAMPLE **LANDLORD PHONE ( )** SAMPLE  
**LANDLORD EMAIL** SAMPLE **LANDLORD FAX ( )** SAMPLE  
**STREET ADDRESS (OR APARTMENT NAME)** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE  
**OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS** SAMPLE

**CURRENT EMPLOYER** SAMPLE **PHONE ( )** SAMPLE  
**HR EMAIL** SAMPLE **HR FAX ( )** SAMPLE  
**STREET ADDRESS** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE  
**POSITION** SAMPLE **HOW LONG?** SAMPLE **GROSS MONTHLY INCOME \$** SAMPLE  
**OTHER MONTHLY INCOME: SOURCE** SAMPLE **\$** SAMPLE / **SOURCE** SAMPLE **\$** SAMPLE  
**ARE YOU SELF-EMPLOYED?**  YES  NO  
 **PREVIOUS**  **ADDITIONAL EMPLOYER** SAMPLE **PHONE ( )** SAMPLE  
**HR EMAIL** SAMPLE **HR FAX ( )** SAMPLE  
**STREET ADDRESS** SAMPLE  
**CITY** SAMPLE **STATE** SAMPLE **ZIP** SAMPLE  
**POSITION** SAMPLE **HOW LONG?** SAMPLE **IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME \$** SAMPLE

OTHER OCCUPANTS

NAME	DATE OF BIRTH	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
SAMPLE	SAMPLE <small>MM/DD/YYYY</small>	SAMPLE	SAMPLE	SAMPLE	SAMI	SAMPLE	SAMPLE
SAMPLE	SAMPLE <small>MM/DD/YYYY</small>	SAMPLE	SAMPLE	SAMPLE	SAMI	SAMPLE	SAMPLE
SAMPLE	SAMPLE <small>MM/DD/YYYY</small>	SAMPLE	SAMPLE	SAMPLE	SAMI	SAMPLE	SAMPLE
SAMPLE	SAMPLE <small>MM/DD/YYYY</small>	SAMPLE	SAMPLE	SAMPLE	SAMI	SAMPLE	SAMPLE
SAMPLE	SAMPLE <small>MM/DD/YYYY</small>	SAMPLE	SAMPLE	SAMPLE	SAMI	SAMPLE	SAMPLE

VEHICLES

OTHER

IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY

IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? SAMPLE

NAME <u>SAMPLE</u>	TYPE <u>SAMPLE</u>	BREED <u>SAMPLE</u>	AGE <u>SAMPLE</u>	WEIGHT <u>SAMPLE</u>
NAME <u>SAMPLE</u>	TYPE <u>SAMPLE</u>	BREED <u>SAMPLE</u>	AGE <u>SAMPLE</u>	WEIGHT <u>SAMPLE</u>
NAME <u>SAMPLE</u>	TYPE <u>SAMPLE</u>	BREED <u>SAMPLE</u>	AGE <u>SAMPLE</u>	WEIGHT <u>SAMPLE</u>

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT SAMPLE

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

EMERGENCY CONTACT SAMPLE PHONE ( ) SAMPLE

ADDRESS SAMPLE

CONTACT IN CASE OF DEATH SAMPLE PHONE ( ) SAMPLE

ADDRESS SAMPLE

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS?  YES  NO IF YES, DATE SAMPLE  
MM/DD/YYYY

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS?  YES  NO IF YES, DATE SAMPLE  
MM/DD/YYYY

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS?  YES  NO IF YES, DATE SAMPLE  
MM/DD/YYYY

**HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY CRIME THAT REQUIRES BEING REGISTERED ON ANY FEDERAL OR STATE SEX OFFENDER DATABASE (LIMITED TO CONVICTIONS FOR ADULTS)?**

YES  NO IF YES, WHO SAMPLE WHERE SAMPLE WHEN SAMPLE  
MM/DD/YYYY

WHAT SAMPLE

**HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, THE MANUFACTURE AND/OR DISTRIBUTION OF METHAMPHETAMINES (LIMITED TO SECTION 8 APPLICANTS)?**

YES  NO IF YES, WHO SAMPLE WHERE SAMPLE WHEN SAMPLE

WHAT SAMPLE

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? SAMPLE

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE?  YES  NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? SAMPLE

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation. In the event of a denial or other adverse action, you have a right to obtain a free copy of the consumer report from the Screening Company or Credit Reporting Agency.

**SCREENING COMPANY OR CREDIT REPORTING AGENCY**

COMPANY NAME SAMPLE PHONE SAMPLE

ADDRESS SAMPLE

EMAIL SAMPLE

If the application is approved, applicant will have SAMPLE hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute a Deposit to Secure Occupancy which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

City of Seattle Disclosure: Applicants are notified that landlords in the City of Seattle are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, or criminal history, except for registry information as described in subsections 14.09.025.A.3, 14.09.025.A.4, and 14.09.025.A.5, and subject to the exclusions and legal requirements in Section 14.09.115. Applicants are further notified that the application is based on the screening criteria for this community, which is attached to this application. Applicant may provide supplemental information related to Applicant's rehabilitation, good conduct, and facts or explanations regarding their registry information.

SIGNATURE

*I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria and I understand that failure to meet any of the criteria may result in denial of my application.*

APPLICANT  SAMPLE DATE SAMPLE  PICTURE I.D. VERIFIED BY SAMPLE  
MM/DD/YYYY (INITIALS)

OWNER/AGENT  SAMPLE DATE RECEIVED SAMPLE TIME RECEIVED SAMPLE  
MM/DD/YYYY

OWNER/AGENT NOTES SAMPLE

# RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

## OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

## INCOME CRITERIA

1. Monthly income must be equal to three times stated rent, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.
4. All Sources of Income, as defined by local and state law, will be considered.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

## EVICITION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## EVICITION MORATORIUM PROTECTIONS

No landlord may take an adverse action against a prospective or existing tenant or occupant or a member of the tenant or occupant's household based on any eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020 unless that eviction history is due to actions by the tenant constituting an imminent threat to the health or safety of neighbors, the landlord, or the tenant's or landlord's household members, subject to the exclusions and legal requirements in subsections 14.09.115.A, 14.09.115.B, 14.09.115.E, and 14.09.115.F. It appears that the civil emergency ended on March 31, 2021 so this Seattle specific provision would cover the peri-

od from March 1, 2020 through September 2021. The Washington state protection would last longer so I propose we add this and the general Washington provision below.

A prospective landlord may not take any adverse action based on a prospective tenant's nonpayment of rent that occurred between March 1, 2020 and six months following the expiration of the eviction moratorium (effectively the remainder of 2021).

## MEDICAL HISTORY

A prospective landlord may not deny, discourage application for, or otherwise make unavailable any rental dwelling unit based on a tenant's or prospective tenant's medical history including, but not limited to, the tenant's or prospective tenant's prior or current exposure or infection to the COVID -19 virus.

A landlord or prospective landlord may not inquire about, consider, or require disclosure of a tenant's or prospective tenant's medical records or history, unless such disclosure is necessary to evaluate a reasonable accommodation request or reasonable modification request under RCW 49.60.222.

## CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records for section 8 applicants to determine if the Applicant has a conviction for manufacture and/or distribution of methamphetamines, and for all applicants, will search the federal and state sex offender database, to determine if, while an adult, any Applicant has a conviction that requires that person to register as a sex offender.

Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, may result in denial.

### Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

## SEATTLE SMC 14.09 Disclosures

Landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, or criminal history except for registry information as described in subsections 14.09.025.A.3, 14.09.025.A.4, and 14.09.025.A.5, and subject to the exclusions and legal requirements in Section 14.09.115. If a landlord screens prospective occupants for registry information, applicants may provide any supplemental information related to an individual's rehabilitation, good conduct, and facts or explanations regarding their registry information. Landlord is prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020. The Seattle Office for Civil Rights is the department that will enforce any violations of this ordinance.

No landlord may take an adverse action against a prospective or existing tenant or occupant or a member of the tenant or occupant's household based on any eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020 unless that eviction history is due to actions by the tenant constituting an imminent threat to the health or safety of neighbors, the landlord, or the tenant's or landlord's household members, subject of the exclusions and legal requirements in subsections 14.09.115.A, 14.09.115.B, 14.09.115.E, and 14.09.115.F. For purposes of subsection 14.09.026.A, if eviction history that the landlord is not permitted to consider appears in information given to a landlord and a landlord takes an adverse action against the person who is the subject of the eviction history, there is a rebuttable presumption that the adverse action was taken on the basis of eviction history that the landlord is not permitted to consider under subsection 14.09.026.A.

The City intends that any eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020 should be considered good cause for an order of limited dissemination pursuant to RCW 59.18.367(1)(c), unless that eviction history is due to actions by the tenant constituting an imminent threat to the health or safety of neighbors, the landlord, or the tenant's or landlord's household members.

No person shall take any adverse action against any person because the person has exercised in good faith the rights protected under Chapter 14.09. Such rights include but are not limited to the right to fair chance housing and regulation of the use of criminal history in housing by Chapter 14.09; the right to limited use by others of eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020; the right to make inquiries about the rights protected under Chapter 14.09; the right to inform others about their rights under Chapter 14.09; the right to inform the person's legal counsel or any other person about an alleged violation of Chapter 14.09; the right to file an oral or written complaint with the Department for an alleged violation of Chapter 14.09 the right to cooperate with the Department in its investigations of Chapter 14.09; the right to testify in a proceeding under or related to Chapter 14.09; the right to refuse to participate in an activity that would result in a violation of City, state or federal law; and the right to oppose any policy, practice or activity that is unlawful under Chapter 14. 09.