

# Rudeen Management Application Approval Guidelines

It is the policy of the owners and managers of all Rudeen Management properties not to discriminate against anyone in any respect, in the rental of apartments, because of race, color, national origin, religion, sex, disability, familial status or sexual orientation. All screening shall be subject to limitations found in RCW.19.182.040 and 15 USC 1681 convictions will be screened to help foster a community that is safe for residents, employees, neighbors and the property. No applications will be accepted from an individual behaving in an aggressive, hostile, belligerent, lewd and/or obscene manner or from anyone appearing to be under the influence of alcohol and/or nonprescription drugs. Providing false, misleading and/or fraudulent information in the application process is cause for denial of the application. Management will not accept a comprehensive reusable tenant screen report.

- GENERAL

- It is the potential Tenant's responsibility to call the Apartment Manager to verify availability.
- No refunds will be given due to lack of availability.
- All students are required to have co-signers, regardless of age, income or financial aid.
- All applicants, including married co-applicants, must complete and sign a rental application. Unmarried co-applicants must each complete, in full, a separate application.
- All applicants will be screened by: ACRAnet 512 W. Maxwell Ave, Spokane WA. 99201-2417, (509) 324-1287
- Occupancy is limited to no more than two persons per bedroom plus one.
- Driver's license and/or other formal proof of identification must be copied for our files.
- Social security number required.

- EMPLOYMENT/INCOME

- Wages: The applicant must have verifiable employment of at least the last 6 months.
- State, Federal, SSI, SSDI and or Retirement Funds: Must be verified for at least 6 months prior to lease application.
- Total Income must be at least 2 ½ times the rental amount for the unit. The source, regularity and dependability must be substantiated for at least 6 months prior to lease application.

- RENTAL CRITERIA

- Applicant must have at least 6 months of verifiable rental/mortgage history that indicates payments received as agreed, proper notice to vacate, and no damage to the property, or satisfactory mortgage credit history.
- Adverse housing references are grounds for immediate denial of an applicant.
- Information available as a matter of public record (including but not limited to collection and civil or criminal conviction history) regarding an applicant may be grounds for denial of rental application.

- PETS

- Nonrefundable fee is required for all pets- limit 2. Call to verify.
- Some breed restrictions may apply.
- Management will conduct a pet interview. Applicant must provide a current photo of your pet and a copy of vet records showing your pet has been spayed/neutered and licensed prior to move-in and bringing pet on property.

- CRIMINAL RECORD

- Criminal conviction could cause disqualification. In an effort to provide a housing environment that is affordable and safe for tenants, management, employees and the property management, screen all tenant applications for past rental history, collection/credit history and criminal conviction history. Screening will generally relate back to the seven (7) years in most cases. All screenings shall be limited in accordance with state and federal fair credit reporting acts.
- Being a Registered Sex Offender is cause for disqualification.
- Upon receipt of rental application and screening fee, landlord will conduct a search of public records to determine whether the applicant or any purposed tenant has been convicted of, or pled guilty to or no contest to any crime. This shall be grounds for denial of rental application. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until charges are resolved.

By signing below tenant(s) acknowledge having read and understand the above. I/We understand that I/We have ordered this service and there are NO REFUNDS. I/We hereby authorize my creditors, employers, and landlords and credit repositories to release, whether by phone, fax, or in writing, any information which may include current and previous credit history, past or present employment information, past or present rental history, past or present criminal history, or any other background information requested. Furthermore, I/We understand that using a photocopy of this form may be necessary to complete verification of information and will be fully accepted as if it were an original. Please release this information to ACRAnet.

I have read and understand this document.



Signatures: \_\_\_\_\_

Date: \_\_\_\_\_