

**BELLEAU WOODS APARTMENTS  
VILLAGE AT BAKER CREEK APARTMENTS  
RESIDENT QUALIFICATION STANDARDS**

December 2007

- Rental History:** 12 months valid, verifiable rental history  
*Valid rental history is a written lease or month-to-month agreement.  
If rental history is less than 12 months then an increased deposit -OR- cosigner may be requested.  
Final recommendation will be dependant on credit history and level of income.*
- Credit History:** At least 4 accounts established for 1 year in good standing  
*If derogatory credit history (excluding medical & student loan debt) is in excess of \$500, but less than \$2000 then an increased deposit -OR- cosigner may be requested. Final recommendation will be dependant on level of income and rental history.*
- Employment:** No minimum length of employment required
- Income:** 3 times the rental amount (only garnishable income considered)  
*If income is less than 3 times, but more than 2.5 times the rental amount, then an increased deposit may be required. Income that is less than 2.5 times the rental amount may require a qualified cosigner. Final recommendation will be dependant on level of income, rental history and credit history.*

**SECTION 8 APPLICANT CRITERIA:**

All Section 8 applicants are required to meet the same criteria as stated above, with the exception that the applicant only needs to meet income requirements for their portion of the rent. Recommendations will be made following the above set standards.

**INTERNATIONAL STUDENTS AND APPLICANTS THAT ARE NEW TO THE COUNTRY:**

International students will be required to pay an Increased Deposit. Proof of current college or university enrollment or current student visa will be required for valid verification.

Applicants that are new to the country will be required to pay a First and Increased Deposit. Proof of income source or new job will be required.

**COSIGNER QUALIFICATION CRITERIA:**

A cosigner will be APPROVED if all the qualification below is met, if the cosigner does not meet any 1 of the following criteria then the cosigner will not qualify.

- RENTAL HISTORY: 1 year of valid and verifiable rental or mortgage history with no late payments  
CREDIT HISTORY: At least 4 accounts in good standing with less than \$500 in derogatory accounts  
EMPLOYMENT: 12 months with current employer or previous employment in same field of work  
INCOME: 5 times the rental amount of the unit in verifiable, garnishable income

**GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING ON ALL APPLICANTS:**

- Verified eviction showing on credit report or confirmed with landlord.
- Any paid or unpaid rental collection and/or judgment verified on credit report
- Any unpaid balance owing to landlord
- Derogatory credit history (excluding medical & student loan debt) in excess of \$2000
- Open or non-discharged bankruptcy
- Past due or foreclosed mortgage
- 2 or more late payments and/or NSF checks and/or noise complaints within a 12-month rental period.
- Unverifiable social security number
- Falsification of rental application
- Breaking lease agreement that will result in collection filing

Verified name and date of birth match of criminal conviction as follows:

- |   |  |
|---|--|
| Murder (1 <sup>st</sup> and 2 <sup>nd</sup> degree) | Kidnapping (All counts)                                  |
| Manslaughter (1st degree)                           | Theft (1st & 2nd degree)                                 |
| Assault 1st, 2nd & 3rd degree)                      | Burglary (1st, 2nd degree & vehicle prowling 1st degree) |
| Robbery (1st & 2nd degree)                          | Malicious Mischief (1st degree)                          |
| Rape (All counts)                                   | Arson (1st, 2nd degree & Reckless Burning 1st degree)    |
| Child molestation (All counts)                      | Delivery or Sale (All counts)                            |
| Rape of a child (All counts)                        | Possession with intent to Deliver (All counts)           |
| Any drug related conviction                         |  |

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application.

Valid Photo Identification will be required of all applicants.

**MANAGERS – Visual Proof of Drivers License or State I.D.:**  Yes  No **I.D. Checked by:** \_\_\_\_\_

Mgmt Company	Apt Community	Community Contact	Community Tel #	Advertising Source

**CLIENT #:** \_\_\_\_\_

**CRIMINAL**  
  **CREDIT**  
  **CREDIT/CRIMINAL**  
  **CREDIT/CRIMINAL/EVICTION**  
  **COMPREHENSIVE**

Each adult over the age of 18 must complete a separate application.

**APPLICATION TO RENT**    Apartment # \_\_\_\_\_    Move-in Date \_\_\_\_\_    Rent \$ \_\_\_\_\_    Lease \_\_\_\_\_

Applicant   
  Roommate w/ \_\_\_\_\_   
  Cosigner   
  Section 8

APPLICANT INFORMATION										
(LEGAL) Last Name		First	Middle	Soc. Sec. #		Date of Birth		Drivers License #/State		
Other Names Used		Other Persons to Occupy Rental:	1	Full Name	Relationship	DOB	3	Full Name	Relationship	DOB
Type & size of pets: <small>(Keeping a pet requires a deposit and landlord consent)</small>			2	Full Name	Relationship	DOB	4	Full Name	Relationship	DOB

RESIDENCE HISTORY									
Present Address		City	State	Zip	From _____ To _____		Phone	Monthly Pmt \$ _____	
Landlord Name		<input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord		<input type="checkbox"/> Own <input type="checkbox"/> Rent		Landlord Daytime Phone: _____		Landlord Evening Phone: _____	
Previous Address		City	State	Zip	From _____ To _____		Phone	Monthly Pmt \$ _____	
Landlord Name		<input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord		<input type="checkbox"/> Own <input type="checkbox"/> Rent		Landlord Daytime Phone: _____		Landlord Evening Phone: _____	

EMPLOYMENT HISTORY									
Current Employer			Monthly Salary \$ _____	Supervisor's Name		How long? Yrs _____ Mos _____		Address City _____ State _____ Zip _____	
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 <sup>nd</sup> job			Monthly Salary \$ _____	Supervisor's Name		How long? Yrs _____ Mos _____		Address City _____ State _____ Zip _____	

**ADDITIONAL INCOME** – Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder  
 Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Sources \_\_\_\_\_

CREDIT & LOAN REFERENCES									
Auto Loan #1 (Make/Model)		License	State	Lien Holder		Lien holder Address		Monthly Pmt	
Loans, Charge Accts & Credit Cards owed to		Account Number(s)		Address		Total Debt		Monthly Pmt	
Bank or Savings & Loan		Branch		Address		Account Number			
Bank or Savings & Loan		Branch		Address		Account Number			

EMERGENCY INFORMATION									
Nearest Relative		Relationship	Address		City	State	Zip	Phone	
Emergency Contact		Relationship	Address		City	State	Zip	Phone	
Personal Reference		Relationship	Address		City	State	Zip	Phone	

HAVE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT EVER BEEN CONVICTED OF A CRIMINAL OFFENSE?  Yes  No  
 IF YES, please list the date, city, state and type of all convictions: \_\_\_\_\_  
 Attach separate sheet if necessary.

ARE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT REQUIRED TO REGISTER AS A SEX OFFENDER?  Yes  No

HAVE YOU EVER BEEN ASKED TO VACATE BY A CURRENT/PREVIOUS LANDLORD?  Yes  No  
 IF YES:    APT NAME: \_\_\_\_\_    CITY \_\_\_\_\_    STATE \_\_\_\_\_

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to 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.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

**Non-Refundable Processing Fee \$ \_\_\_\_\_    Check/Money Order # \_\_\_\_\_**

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ \_\_\_\_\_ has been paid. Applicant requests landlord to hold Unit \_\_\_\_\_ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed _____ Applicant	_____ Email Address	Dated _____
Signed _____ Landlord	_____ Position	Dated _____

**I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.**

