

# **RENTAL APPLICATION CRITERIA**

## **NON-DISCRIMINATION**

**Cyrene** ("Winthrop Management") operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The Rental Criteria below outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

## **APPLICATIONS**

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all applicable fees. Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied. The application fee is non-refundable unless otherwise provided by state or local law. This community does not accept comprehensive reusable tenant screening reports. Upon submission of the completed rental application, a credit evaluation will be conducted using one of the consumer reporting agencies provided on this document.

As part of your rental application process, CoreLogic will create a rental report that accesses up to three types of information about you: 1) credit/financial records; and 2) rental references. Any negative, misleading, or unverifiable information may result in the denial of your application. In the event of a denial or other adverse action, you have a right to contact CoreLogic, and to dispute the accuracy of any information. You may contact CoreLogic by phone (888) 333-2413; or mail to P.O. Box 509124 San Diego, CA 92150.

## **MAXIMUM OCCUPANCY**

Occupancy is limited to two persons per bedroom, plus one. Residents who exceed the occupancy guidelines during the lease term, must upon renewal either: a) transfer into another available apartment which has more bedrooms; or b) vacate the apartment.

## **IDENTITY VERIFICATION**

ALL applicants are **REQUIRED** to show at least one of any of the following forms of identification:

- Government issued identification such as military identification, driver's license or passport
- Age of majority card
- Birth certificate
- Social security card

## **RENTAL SCORE**

All applications are submitted to CoreLogic, a third-party rental applicant screening company. All applications are evaluated based on a rental scoring system. Rental scoring is based on real data and statistic statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is scored statistically in exactly the same manner.

The rental scoring system will compare your application to CoreLogic's database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, CoreLogic will recommend one of the following:

- **Accepted.** The applicant will be accepted with the standard deposits and fees.
- **Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit,
- **Denied.** The application will not be accepted. The applicant will be provided with contact information for the consumer reporting agencies that provided the consumer information.

## **GUARANTORS/CO-SIGNERS**

If CoreLogic recommends "Accepted with Conditions" or "Denial," a guarantor may be considered for a denial based on income qualifications. In this instance, the original applicant's application will be re-submitted along with the guarantor's application. Applications for guarantors processed through CoreLogic are also scored, but are typically held to a more stringent, pre-established screening standard to include verification of 5 times the monthly rent because guarantors are technically responsible for the payments for this residence, as well as their own place of residence.

## **INCOME VERIFICATION**

Written verification of income in an amount equal to 2.5 times the monthly rent per household will be required (2 times for MFTE where applicable), along with any necessary supporting documents.

- Pay stubs within the past 30 days
- Bank statements showing recurring pay deposited.
- Previous Year Income Tax Return
- Letter from employer on company letterhead verifying income and employment.
- Applicants with NO EMPLOYMENT must provide proof of bank balance equal to or greater than 2.5 times the rent for the length of the lease term or apply with a qualified guarantor.
- All Bankruptcies must have a Closed Status.

## **RESIDENCE VERIFICATION**

Management reserves the right to verify the applicant's residence history.

## **CRIMINAL CHARGES/CONVICTIONS**

Management is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information.

The applicant screening investigation includes a criminal background screening, limited to sex offender registry information only. All applicants will be screened for registry information. Management considers the entire application and considers prior convictions reportable under the Fair Credit Reporting Act and rules of Washington, limited to those appearing on a local, state, or national registry only. Consideration will be given to the following factors relating to the conviction(s) that requires registry on a local, state, or national sex offender registry:

- The nature and severity of the conviction;
- The number and types of convictions;
- The time that has elapsed since the date of the conviction;
- Age of the individual at the time of convictions;
- Evidence of good tenant history before and/or after the conviction occurred; and
- Any supplemental information related to the individual's rehabilitation, good conduct, and additional facts or explanations provided by the individual.

## **EVICTIONS**

Applicants who have been a party to an eviction proceeding may not be approved for residency, depending upon the pre-established criteria set by Management.

## **DENIAL POLICY**

If your application is denied due to unfavorable information received on your screening report you may:

- Contact CoreLogic to discuss your application and identify any unfavorable information.
- Supply CoreLogic with proof of any incorrect or incomplete information.
- Request that CoreLogic re-evaluate and re-report your screening information and rental score to Management

## **HOW YOU CAN IMPROVE YOUR RENTAL SCORE**

Your rental score results from information found in your credit report, references, and application data. Such information may include your history of paying bills and rent, the accounts you have, collections and delinquencies, income and debt.

Your rental score may change if the underlying information it is based upon changes. To improve your score, concentrate on paying your bills on time, paying down outstanding balances, and removing incorrect information. Your chances of approval may also improve if you apply for an apartment with lower monthly rent, or use a guarantor or co-signer if permitted by Management.

## **HOW YOU CAN REMOVE INCORRECT INFORMATION**

CoreLogic is committed to accuracy and will investigate any information you dispute. Contact our Renter Relations team at (888) 333-2413. If you provide proof of your claim, we will promptly make appropriate adjustments.