

# PINNACLE APPLICATION QUALIFICATION CRITERIA

## Circa Greenlake

Our community supports equal housing opportunity, including the Fair Housing Act as amended, a federal law applicable in all states that prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status or disability. In addition, many states and localities have their own local fair housing laws or ordinances, which may protect additional characteristics from discrimination in housing. Our community does not discriminate on the basis of any state or locally protected characteristics. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation that all residents and occupants currently residing at this community have met these requirements. There may be residents and occupants that have resided at this community prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from various resident credit reporting services used. Applicants are screened in the order applications are received. Please review this information before completing the application and paying the application processing fee, which is non-refundable. Falsification of information on the application will result in denial of residency and loss of application deposit as liquidated damages for our time and expense.

Pinnacle Property Management Services, LLC, d/b/a Pinnacle, requires all applicants to meet the following criteria in order to qualify for this housing community:

### IDENTIFICATION

All applicants will be asked to provide positive identification and evidence of their lawful presence in the United States.

All applicants must present a valid driver's license or other government-issued photo identification and one of the following; 1) a United States government issued Social Security number; 2) Form I-94 Arrival-Departure Record showing entry date and authorized period of stay; 3) temporary resident alien card verifying approved entry by the United States government (I-94W); 4) Form I-95; 5) Form I-151; 6) I-551 Permanent Resident Card (Alien Registration Receipt Card); 7) Form I -688 Temporary Resident Card; 8) Form I-688A Employment Authorization Card; 9) Form I-688B; or 10) Form I-766.

**\*\*NOTE: The identification, income, employment and deposit requirements may be modified if required by federal subsidy or financing programs.**

### APPLICATION REQUIREMENTS

The following fees are due at the time of application:

FEE NAME	FEE ESTIMATE
Internal Application Fee	\$15
Application Fee	\$27
Holding Fee	\$200

### EMPLOYMENT (current and previous)

Applicant must supply 12 months of stable, verifiable employment. If an applicant has less than 6 months of employment history, an additional deposit or guarantor may be required.

- If retired or not employed, applicant must pass income, credit and criminal criteria, or (in some instances) pay an additional deposit or provide an acceptable guarantor.
- If self-employed, applicant must provide (1) the prior year's tax return with Schedule C form with the applicant's affidavit that anticipates applicant's NET earnings for the next 24 months; (2) CPA/accountant's statement of the prior year's tax returns and anticipated NET income for the next 24 months; or (3) 24 months of certified or uncertified financial statements (including accountant's calculation of straight-line depreciation expense if accelerated depreciation was used on the tax return or financial statement). Otherwise, an additional deposit or guarantor may be required.
- Full time students (minimum of 9 credit hours) who do not have verifiable employment must provide proof of school enrollment and must provide either additional deposit or an acceptable guarantor.

### RENT TO INCOME RATIO

All applicants must have a verifiable source of funds.



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- Applicants must have income at least 3 times the tenant paid rental amount less any concessions or incentives. If an applicant's income is not sufficient, a guarantor may be required.
- If a guarantor is required, guarantor's income must be 5 times the tenant paid rental amount.

## CREDIT SCREENING (excluding student loans and medical accounts)

- An applicant with an unsatisfactory credit report will be denied.
- Excessive collection accounts, including utility accounts (regardless of status) will result in denial of the rental application. All utility collection accounts within the last 2 years must be paid in full and confirmation presented with the application in order to be approved.
- An applicant whose credit report contains more negative than positive history may be approved subject to an additional deposit.
- Bankruptcy (regardless of discharge) or repossession within the last 2 years may be grounds for denial of the application or may require an additional deposit for approval.
- **Rental housing debt, evictions, or collections within the last 5 years will result in automatic denial of the application.**
- Any unresolved tax liens will negatively impact the overall applicant screening result.

## RESIDENCY HISTORY

- All occupants 18 and over (except first-time renters) must have at least 12 months of verifiable and positive residency history immediately preceding application. Verification must be performed by a third-party entity. Verification by an individual will not be accepted unless proof of payments on a timely basis is included.
- First-time renters or applicants with no verifiable residency history will require payment of an additional deposit or acceptable guarantor in lieu of immediate past rental history.
- Residency history that includes prior evictions, multiple late payments, returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to the policies and regulations of the community or management company will result in automatic denial of the application.
- Landlord reference indicating the landlord would not re-let to the applicant due to lease violation is grounds for automatic denial of the application, including being asked to leave by any property owned/managed by Pinnacle.
- If Applicant owned his/her immediate prior residence, mortgage history will be verified through credit report or other documentation of home ownership.

## CRIMINAL HISTORY SCREENING

- **Circa Greenlake considers the entire application. We do not exclude individuals simply because of prior convictions and only consider records that are reportable under the Fair Credit Reporting Act and rules of Washington and the City of Seattle.**
- Convictions that can lead to denial of tenancy would be those that cause a person to register on the sex offender registry.
- **Applicants or current residents appearing on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies (including the FBI or other state and local law enforcement agencies) will be denied.** All applicants and current residents aged 18 and over will be screened through the OFAC.

All persons 18 and over intending to reside in the apartment must qualify in each of the above categories with the exception that the household's combined income may be used to satisfy the rent to earnings ratio.

Any person under the age of 18 intending to occupy the apartment must be identified on the application and listed on the lease, or such person will otherwise be considered an unauthorized occupant.

## GUARANTORS

Acceptable guarantors must reside in the United States and qualify in each of the above categories. An additional deposit may be accepted if a qualified guarantor is not available.



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### OCCUPANCY STANDARDS

Occupancy of the apartment is limited to those persons listed on the lease and is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space. Occupancy shall not exceed two persons per bedroom plus one additional person per apartment unless otherwise directed by building code in the Seattle Municipal Code, safety regulations, or unless a written justification is provided.

Occupants under the age of 24 months at the time of lease signing or renewal are not counted toward maximum occupancy. Rooms such as a study or den may be considered a bedroom for purposes of maximum occupancy.

**Definition of occupants-** Occupants are any person living in the rental unit that is over 18 for the purposes of screening. For occupancy purposes, occupants are any person that will be living in the unit.

### PROCEDURE FOR NOTIFICATION OF DENIAL OF APPLICATION

Should your application be denied, an adverse action letter will be provided. You may have the opportunity to file a grievance challenging the decision to deny your application; you will receive information regarding your rights to grievance with the adverse action letter.

### REASONABLE ACCOMMODATIONS

As part of this property's commitment to equal housing opportunity and non-discrimination on the basis of disability, you may request reasonable accommodations that are necessary because of a disability during the application process. Please notify management if you believe any such accommodation to a disability is necessary. If you are requesting a reasonable accommodation or if you have limited English proficiency, you can request more time to complete your application by contacting the property. Please notify the Property Manager at (206) 729-7601 or in writing to Circa Greenlake, 6900 East Green Lake Way N., Seattle, WA 98115 if you believe any such accommodation is necessary. The Property Manager will respond to your request within a reasonable amount of time, not to exceed 14 calendar days.

### ACKNOWLEDGMENT

By signature below, Applicant acknowledges that he/she has reviewed the rental selection criteria, which includes reasons why the application may be denied. The Applicant understands that if he/she does not meet the rental selection criteria or fails to answer any question or gives false information, we may reject the application, retain fees allowed by statute and terminate any right of occupancy.

**This property does not accept comprehensive reusable tenant screening reports.**

### ALL APPLICANTS MUST SIGN:

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Applicant Name(s)

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Applicant Signature

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Date

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Applicant Signature

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Date

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Applicant Signature

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Date

