

# WEIDNER APARTMENT HOMES QUALIFYING CRITERIA TIER 1

Weidner Property Management provides rental housing to qualified residents without regards to race, color, sex, religion, handicap, familial status or national origin. All housing provided within the guidelines established by federal, state, and local laws regulating the multifamily housing industry.

## **Occupancy Policy**

Efficiency = 2 persons      1 Bedroom = 2 persons      2 Bedroom = 4 persons      3 Bedroom = 6 persons  
1 Bedroom with Den = 4 persons\*      2 Bedroom with Den = 6 persons\*

*\*If the den does not have a closet the maximum occupancy will be decreased by one person.*

## **Application Process and General Requirements**

- Monthly gross income must equal 3 times the monthly rent. If more than one applicant is applying the income will be combined.
- Any person residing in the apartment that is 18 years of age or older must apply.
- Each person applying must pay the non-refundable application fee.
- Government Issued Photo Identification must be verified by an on-site associate.
- A complete rental application must be filled out and signed prior to moving in.
- Renter's Insurance required at time of move-in. Minimum standard:  At least \$25k liability limit.
- Further documentation may be required based on screening results.
- If the results of the screening are returned as "Conditional" or "Refer" applicants must comply with proof of the following income requirements.

## **Screening Requirements**

*Verifiable income includes:*

- 30 days of current pay stubs showing year to date wages.
- If employed less than 30 days, a signed offer letter on business letter head, with hire date, position, and salary.
- If self-employed, most recent signed tax return.
- Tips and Commission wages will be considered with a tax return, W-2, or letter on business letter head from employer.
- A written letter from a certified accountant on business letter head summarizing an annual income.
- Disability from a government issued agency.
- Proof of financial education assistance.
- A credit report is required for all applicants. This report is reviewed by weighing current accounts, delinquent accounts, collection accounts, bankruptcies, liens, judgments, public records, and any other outstanding balances.
- Government issued proof of income for Military such as an LES.
- Retirement pension account. Disability from a government issued agency.
- Social Security Verification.
- Stock, Money market, or trust accounts verifying a liquefiable income. Applicants name must appear as account holder.
- Court ordered child support allocation.
- Court ordered alimony or palimony allocation.
- VA Benefits from a government issued agency.
- Bank statements showing an available balance equal to the required monthly income requirements over the length of the lease term.

*Credit Policies:*

- Cosigners/Guarantors will be required to make 4 times the monthly rent individually.
- Favorable credit will be required.
- A credit report is required for all applicants. This report is reviewed by weighing current accounts, delinquent accounts, collection accounts, bankruptcies, liens, judgments, public records, and any other outstanding balances.
- Cosigners/Guarantors will only be considered if recommendation is accepted.
- Medical and home foreclosure collections are excluded.
- Any bankruptcy must be closed and discharged for a minimum of six months and proof of discharge is required.

The resident screening investigation includes a criminal background screening, limited to sex offender registry information only. All applicants will be screened for registry information. Weidner Apartment Homes 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 convictions(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 conviction;
- Age of the individual at the time of convictions;
- Evidence of good resident 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.

The 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.

We accept Comprehensive Reusable Tenant Screening Reports, however, applicant approval is subject to Weidner's screening criteria.

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