

## PARK MANOR APARTMENTS CRITERIA for RESIDENCY for APPLICANTS

Thank you for visiting our apartment community and for your interest in our apartment homes. In order to ensure screening policies and procedures are applied to all applicants and their applications fairly and in accordance with fair housing laws, Dobler Management Company Inc. (DMCI) has created a Criteria for Residency for each apartment community managed by DMCI. The apartment communities managed by DMCI accepts all qualified applicants.

This apartment community and DMCI follow fair housing regulations. We make reasonable accommodations. Although requests for reasonable accommodations need not be in writing, written requests are encouraged to afford better assistance with the request. Should an applicant require assistance completing the DMCI Reasonable Accommodation Request form needed to initiate the reasonable accommodation process (or any other forms), the apartment community rental office employee or another person of the applicant's choosing may provide this assistance in accordance with our reasonable accommodation policies. Our reasonable accommodation forms and policies do not require an applicant to disclose the nature of his or her disability. However, sometimes more information is needed from an applicant or resident to ensure the accommodation needs are being addressed.

For city of Tacoma only renters: As per the City of Tacoma Rental Housing Code, when a rental contract or lease is offered in the City of Tacoma, the housing provider must provide the renter with a written copy of the summaries of rights and responsibilities prepared by the city of Tacoma for city of Tacoma renters. This information must also be provided to current enters within thirty (30) days from date the code goes into effect. [www.cityoftacoma.org/rentalhousingcode](http://www.cityoftacoma.org/rentalhousingcode).

### 1. FOR EACH APPLICANT 18 YEARS OF AGE AND OLDER:

- A. There is a screening fee of \$56.00 for a full screen. The screening fees must be paid in advance.
- B. Each applicant must submit an individual application to rent and pay a screening fee. All occupants 18 years of age and older must be screened and pay the screening fee.

### 2. OCCUPANCY STANDARDS:

The property owner has limitations on the number of occupants in an apartment. They are:

In a studio: 2 Occupants      In a one bedroom: 3 Occupants      In a two bedroom: 5 Occupants      In a three bedroom: 7 Occupants

### 3. IDENTIFICATION:

- A. A valid driver's license, a state identification card, and/or passport are acceptable forms of photo identification. Federal law prohibits the photocopying of military identification. Therefore, although military identification may be viewed, another type of identification must also be provided.
- B. Online applicants must submit their photo identification when submitting their online applications and each applicant must present photo identification in person again at the time of move-in.
- C. Should the photo identification submitted with the online application not match the photo identification presented at the time of move-in, the application will be denied. The applicant will then need to re-apply with the correct identification and/or information required and pay a new screening fee.
- D. Applicants applying in person must present photo identification, which will be photo copied by the rental office employee at the time of application. Federal law prohibits the photocopying of military identification. Therefore, although military identification may be viewed, another type of identification must also be provided.

### 4. INCOMPLETE or INACCURATE APPLICATIONS:

An incomplete or inaccurate application will result in delay of processing and may even result in the application being denied.

### 5. SMOKE-FREE APARTMENT COMMUNITY:

This is a Smoke-Free Apartment Community level: Bronze  Silver  Gold

The Bronze Level permits a resident, guest or employee to smoke on a patio or balcony, in a vehicle or 25 feet away from the apartment community common areas. The Silver Level permits a resident, guest or employee to smoke only in a vehicle or 25 feet away from common areas. The Gold Level does not allow any smoking at all anywhere on the property.

For more information, please ask to see a Smoke-Free Addendum.

### 6. RENTER'S INSURANCE and LIABILITY:

Applicants must provide a written copy of renter's insurance to the Apartment Community Manager, before move-in. Keys will not be released without proof of renter's insurance. Minimum coverage limits for destruction to property and bodily injury shall be \$100,000.00, and the apartment community is to be listed as a party with an interest in the policy. The renter's insurance policy must be maintained the duration of residency. The applicant must notify the Apartment Community Manager in writing in the event of the policy being canceled or changed. Periodic audits are conducted, as well as at the time of lease renewals, in order to ensure insurance policies are still in effect.

### 7. PORTABLE or REUSABLE RENTER SCREENING REPORTS:

The property owner does not accept portable or reusable renter screening reports.

### 8. EVICTION and UNLAWFUL DETAINER JUDGMENTS and PUBLIC RECORDS:

- A. Eviction history and unlawful detainer judgment information and other public records will be obtained.
- B. The property owner **does not** accept applicants who are named as a party in a pending civil lawsuit seeking termination of a lease, a Writ of Restitution, or asserting any other claim of default under a lease or rental contract.
- C. The property owner reserves the right to deny acceptance to any applicant where a civil judgment has been entered against the applicant involving termination of a lease, issuance of a writ of restitution, or any other claim of default under a lease or rental contract. Civil judgments affecting an applicant's credit worthiness may also serve as the basis for denial of acceptance.
- D. A civil judgment entered against the applicant involving termination of a lease or a rental contract, issuance of a writ of restitution, or any other claim of default under a lease or rental contract within seven years of the date of the SSS screening report will be denied, **unless** the amount owed has been paid in full **and** the amount owed did **not** include any damages.

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**9. CRIMINAL HISTORY:**

- A. Applicants with criminal history are not automatically excluded but criminal history may be considered as part of the criteria for residency as described herein:
- B. Any criminal history will be evaluated in consideration of:
  - 1. when the crime occurred
  - 2. what the underlying conduct entailed
  - 3. what the applicant has done since the conviction(s)
- C. The property owner may accept applications from applicants, who have criminal convictions which are over seven years old, at the time of the screening reports. (RCA 19.182.040)
- D. The property owner may not accept applicants who have committed the following crimes:
  - 1. Misdemeanor crimes against person or property, which are less than 7 years old from the time of the screening report.
  - 2. Felony crimes against person or property, which are less than 7 years old from the time of the screening report.
  - 3. In deciding whether to accept an applicant, who has been convicted of a misdemeanor or felony crime against a person or property, the following factors may be considered:
    - a. the nature of and seriousness of the crime
    - b. the date of the conviction
    - c. the probationary period, if any;
    - d. any court-required classes and compliance items, such as monetary judgments and victim restitution
    - e. if there has been a pattern of criminal activity
- E. The property owner does **not** accept applicants who have been convicted of the following crimes:
  - 1. Any criminal convictions involving the **illegal manufacturing or distribution of a controlled substance**.
  - 2. Any conviction which subjects a household member to a registration requirement under a State or Federal **Sex Offender** Registration Act.
- F. The property owner does accept applications from applicants who have Juvenile records, as defined in \*RCW 13.50.010(1) (c), and does not consider such records once the applicant is twenty-one years of age or older at the time of the screening report.
- G. The property owner and DMCI recognize an arrest is not the same as a conviction, and therefore, does accept applications from applicants who have arrests or pending criminal cases. However, if an applicant is subject to a pending criminal proceeding, the application may be placed on hold pending the disposition of the case.

**10. RESIDENTIAL HISTORY or HOME OWNERSHIP:**

- A. The property owner requires a minimum of two **verifiable**, favorable rental references with legible, current, daytime phone numbers.
  - 1. One rental reference must be from the applicant's current residence.
  - 2. The second reference must be from a prior residence and that property owner. However, if the first rental reference is for a continued period of more than two years, then a second reference will not be required.
- B. A minimum of two (2) years rental history are required.
- C. If an applicant does not have the required rental references from a prior property owner, the property owner may accept a co-signer.
- D. If there is only one reference and the rental period is for less than two years, the property owner may accept a co-signer.
- E. The property owner **does not** accept applicants with a balance of money owed to a prior property owner due to:
  - 1. damage to a prior property owner's rental property
  - 2. due to an unlawful detainer (an eviction), which occurred within seven years of the date of the screening report
- F. The property owner **may** accept applicants with a balance owed to prior property owner if:
  - 1. the balance left owing is not due to any to either 10 E #1 or 2
  - 2. any balance owed, including rent owed for a broken lease, must be paid off in full prior to the applicant moving in
- G. For applicants, who are current service members, without **any** rental history or verifiable rental history and/or credit history, but who otherwise qualify, the property owner may accept first and last month's rent paid prior to move-in.

**11. INCOME REQUIREMENTS:**

The property owner requires the combined gross household income must be: 3 times the rent  4 times the rent  5 times the rent   
A cosigner will not be accepted, because the income requirements are not met.

**12. INCOME VERIFICATION:**

For Income Verification of Employed Applicants, the property owner requires the following:

- A. Current employment history for 2 years
- B. If there is only one employment reference and it is less than the time required, the property owner may accept:
  - 1. Last month's rent paid in full prior to move-in date
  - 2. An approved co-signer

For the Employment Verification of Employed Applicants, the property owner may accept the following means for verifying employment and income:

- C. The last 3 months of pay stubs with one being for the current pay period and showing year to date earnings, as a means of verifying employment and income
- D. Direct employee verification for the number of years
- E. Tax statements for non-employment income for the number of years
- F. Tax Returns (if applicant is self-employed) for the number of years
- G. Work Source Employment Verification is acceptable if contact information is provided by the applicant and any additional fee for the employment verification is paid in advance by the applicant

**12. INCOME VERIFICATION Continue:**

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For Fulltime Students (as defined by the applicant's educational institution and including international students) enrolled in a two-year college, four-year university or a vocation or trade school, who do not meet income requirement, the property owner may accept:

- H. Last month's rent paid in full prior to move-in date
- I. An approved co-signer may be accepted with a month to month rental contract rather than a lease
- J. Only month to month rental contracts, rather than leases, will be offered to fulltime student applicants paying last month's rent or with cosigners' applicants

For Retired Persons the property owner may accept either:

- K. Copies of bank statements showing there are funds for six months of rent
- L. Last month's rent paid in full before the move in date

For Disabled Persons, who are unemployed, the property owner may accept either:

- M. Last month's rent paid in full prior to move-in date
- N. An approved co-signer

### 13. CREDIT HISTORY:

Payment history and outstanding balance information will be obtained and reviewed.

- A. The property owner **does not** consider suits and judgments, paid tax liens and accounts placed for collection or charged to profit and loss that occurred before the screening report by more than 7 years.
- B. The property owner expects the applicant to have a **debt ratio** (income divided by total monthly payments to all creditors) below **35%**, in order for applicant to have sufficient income to pay their rent and keep current with other debts.
- C. The property owner does not take co-signers, if an applicant has unacceptable or bad credit.

### 14. SUBSIDIZED RENT PROGRAMS including the Housing Options Program (HOP), Housing Assistance Program (HAP), Veteran's Assistance Support Housing (VASH) and/or Housing Essential Needs (HEN) and other such programs:

The property owner does participate in such programs, in accordance with the Washington State Residential Landlord/Tenant Law, and will rent to any such applicant who may qualify.

- A. Participants must meet the income requirements for their portion of the rent.
- B. Applications cannot be submitted for screening by the rental office employees without the applicants presenting their housing authority issued paperwork, first.
- C. The DMCI Housing Specialist may also need to review the housing authority issued paperwork, prior to an application being submitted for screening to confirm the maximum allowable rent.
- D. Participants should present any and all housing authority issued paperwork, when first touring the apartment community or as soon as possible, afterwards.

### 15. BANKRUPTCY:

- A. The property owner **may** accept applicants, who have declared bankruptcy within the last **10** years of the date of the screening report, providing there is verifiable, good rental history of at least two years since the date of adjudication (the date the bankruptcy decree was issued).
- B. The property owner **does not** accept applicants who have an open bankruptcy.
- C. The property owner **does not** consider bankruptcies, which have a date of adjudication (the date the bankruptcy decree was issued) **10** years before the date of the screening report. (RCA 19.182.040)

### 16. OTHER REFERENCES:

- A. An emergency reference and two non-family references are required.
- B. The emergency reference should be the applicant's closest relative (or friend) and include an address and phone number.

### 17. PETS:

- A. The property owner does accept cats and dogs  only accepts cats  does not accept pets
- B. There is a \$400.00 non-refundable pet fee for one pet.
- C. There is an additional \$200.00 non-refundable pet fee for two pets.
- D. The property owner does not accept more than two pets.
- E. Pets may not be more than 20 pounds when full grown.
- F. The following is a list of unacceptable breeds of dogs the property owner does not accept: Akita, American Pit Bull Terrier, American Staffordshire Terrier, Boxer, Bull Mastiff, Chow, Doberman, Great Dane, German Shepherd, German Shepherd Mix, Husky, Labrador, Mastiff, Pit Bull, Pit Bull Mix, Rottweiler or Wolf Hybrid.
- G. The Property Owner **does not** accept exotic, caged or wild animals, including but not limited to: snakes, rabbits, ferrets, reptiles, such as turtles and iguanas, rodents, such as hamsters, guinea pigs, gerbils, mice, rats and insects, such as scorpions, tarantulas, ants and black widows, large, noisy, tropical birds, such as macaws, parrots and toucans, nor birds of prey, such as hawks and falcons. Small birds, such as finches and parakeets may be accepted. Fish in aquariums are accepted.
- H. Applicants must complete a Pet Agreement at the time of application. The Pet Agreement must be approved by the DMCI office prior to the applicant moving in. Applicants should request to see the Pet Agreement, in advance, for additional information.
- I. Prior to move-in, the pet must be seen by the Apartment Community Manager for an "animal interview" and a photo of the pet will also taken to ensure in the future the animal can be identified and matched with the accompanying Pet Agreement.
- J. The Property Owner does consider changes to the DMCI pet policy, if the need for a disability reasonable accommodation for a service animal has been established. Please refer to the section pertaining to reasonable accommodation requests.
- K. Not all apartments are what DMCI considers "pet friendly". For example, the Property Owner does not accept pets in apartments with newly installed floor coverings, such as brand-new carpet.

### 18. Senior Housing 55 AND OLDER or 62 AND OLDER APARTMENT COMMUNITIES:

This is not a senior only housing apartment community, as in accordance with the Housing for Older Persons (HOPA) program. Therefore, families with children are welcome.

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### 19. Transferring from one DMCI Apartment to another DMCI Apartment and/or DMCI Apartment Community:

The property owner may allow the transferring of a current resident, but only when:

- A. An Occupied Apartment Inspection (OAI) must be completed.
- B. Once completed, the Occupied Apartment Inspection must be submitted to the DMCI office for approval.
- C. The resident must meet the Criteria for Residency for the new apartment.
- D. All money owed on the current apartment must be paid in full.
- E. A new security deposit must be paid on the new apartment and the security deposit on the current apartment will be refunded less any charges due.

### 20. CURRENT MILITARY PERSONNEL

- A. For applicants, who are current service members, without **any** rental history or verifiable rental history and/or credit history, but otherwise qualify, the property owner may accept first and last month's rent paid prior to move-in.
- B. Service Members should disclose if they are on a military -base housing list, or if the applicant will qualify for military-base housing during tenancy.
- C. If a lease has been broken due to military orders, the applicant should provide the Apartment Community Manager with a copy of those orders.
- D. The property owner does business in alignment with the Service Members Civil Relief Act (SCRA).
- E. Service members should confirm their ETS Date, before entering into a lease expiring after the ETS date.
- F. Service members will need to sign a Military Addendum. Applicants should request to see the Military Agreement, in advance for additional information.

### 21. FORMER RESIDENTS OF A DMCI APARTMENT COMMUNITY, WITH A BALANCE OWED, RE-APPLYING TO RENT:

- A. The property owner **does not** accept applicants with a balance of money owed to a prior property owner due to:
  - 1. damage to a prior property owner's rental property
  - 2. due to an unlawful detainer (an eviction), which occurred within seven years of the date of the screening report
- B. The property owner **may** accept applicants with a balance owed, if the balance owed is not as stated in # 21 A, **and** if it is paid off prior to the applicant moving in.
- C. The property owner **does not** accept an applicant, who has promised to pay a balance due to a debt recovery company, such as Sound Collection Services, LLC but then later fails to do so for a second time, even if the applicant has paid off the debt.

### 22. REASONABLE ACCOMMODATION REQUESTS, INCLUDING SERVICE ANIMALS AND REASONABLE MODIFICATIONS:

- A. The Property Owner may accept Reasonable Accommodation Requests from persons with disabilities, who need to have equal access during the application process and/or during their residency.
- B. We make reasonable accommodations. Although requests for reasonable accommodations need not be in writing, written requests are encouraged to afford better assistance with the request. Should an applicant require assistance completing the DMCI Reasonable Accommodation Request form needed to initiate the reasonable accommodation process (or any other forms), the apartment community rental office employee or another person of the applicant's choosing may provide this assistance in accordance with our reasonable accommodation policies. Our reasonable accommodation forms and policies do not require an applicant to disclose the nature of his or her disability. However, sometimes more information is needed from an applicant or resident to ensure the accommodation needs are being addressed.
- C. A Reasonable Accommodation Letter from an applicant's, or resident's Medical Service Provider or from another person, who is a third party in a position to know of the applicant's disability requiring a reasonable accommodation, is required. Such a person may be a therapist, counselor, social worker, peer support group leader, and/or an employee of a nonmedical service, such as TACID or another person who treats the person with the disability.

#### Service Animals:

- D. The property owner may grant reasonable accommodation requests for animals assisting persons with disabilities when such need is necessary for the applicant or resident to use and enjoy his or her dwelling.
- E. The following DMCI three-part original documents are required prior to move-in:
  - 1. Service Animal Request for Reasonable Accommodations
  - 2. Service Animal Letter from applicant's resident's Medical Service Provider or from another person, who is a third party in a position to know of the applicant's disability, requiring the use of the service animal. For example, a person could be a therapist, counselor, social worker, a peer support group leader, an employee of a nonmedical service, such as TACID or another person who treats the person with the disability. A letter stating the animal is a service animal is **not** sufficient, because what is needed according to the HUD guidelines is confirmation the applicant has a disability requiring the use of the service animal.
  - 3. A Service Animal Agreement must be completed and signed by the applicant and then submitted to the DMCI office for approval. Prior to move-in, the Service Animal must be seen by the Apartment Community Manager for an "animal interview" and a photo of the animal will be taken to ensure in the future the animal can be identified and matched to the accompanying reasonable accommodation.

#### Reasonable Modification:

The property owner **may** permit modification of the existing premises at the full and complete expense of an applicant or current resident upon the following conditions:

- F. The applicant or resident agrees to restore internal modifications to the premises at his/her own expense to the pre-modification conditions.

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- G. The Reasonable Accommodation/Modification Request must be submitted to and approved by the DMCI office in writing prior to making modifications.
- H. Reasonable details regarding the extent of the work to be done are required.
- I. The names of the qualified contractors, who will be used, must be provided, along with their proof of insurance, bond and license.
- J. The appropriate building permits and required licenses must be made available for inspection.

**23. DOMESTIC VIOLENCE VICTIMS and SURVIVORS:**

The property owner follows fair housing policies and will rent to any such applicant who will qualify.

- A. Applicants and current residents, who are victims or survivors of domestic violence, sexual assault and/or stalking, have increased protection under the Washington Residential Landlord Resident Act. RCW 59.18 (RLTA)
- B. The property owner will not deny an apartment to someone, who is otherwise qualified, solely because:
  - 1. The applicant is a domestic violence victim
  - 2. If there is a gap in rental history as a result of domestic violence, which may be affecting the applicant from qualifying, then the applicant may need to provide additional documentation
  - 3. The applicant has a protection order or restraining order against an abuser
  - 4. The applicant has residential history of an eviction, in a situation in which the entire household was evicted because of domestic violence
  - 5. The applicant has domestic violence in the applicant's past rental history that may show up on public records. The applicant should provide the Apartment Community Manager documentation to confirm the applicant was the victim of the domestic violence at the address in question.
  - 6. The applicant has previous rental housing history, included staying in a shelter, which include domestic violence. The applicant should notify the Apartment Community Manager that it was domestic violence related.
  - 7. The applicant has a protection order or restraining order, a record of a domestic violence report, or a police report. The applicant should give a copy to the Apartment Community Manager so it could be presented to the police, should the applicant be in danger.

**24. CHALLENGING A DENIED APPLICATION and the APPEAL PROCESS:**

Should an application be denied, an adverse action letter will be provided to the applicant. The applicant will have an opportunity to challenge the decision to deny the application. The denied applicant will receive information regarding the right to challenge the screening process and/or the reason(s) for denial in the adverse action letter. This process is best started and handled in writing by first emailing the Apartment Community Manager and within ten (10) working days of receiving the adverse action letter. Please include the names of all applicants, the dates when the application(s) was processed and as much detail as possible as to why the applicant feels his or her application should be reconsidered. The applicant may be required to submit written, supportive documentation. There is an additional Application Re-Open Screening Fee of \$20.00 which the applicant(s) will have to pay in advance, should there be any new and/or additional information provided needing to be confirmed and added to the original screening report.