

Valencia Apartments  
Dobler Management Company, Inc (DMCI)  
Criteria for Residency

Thank you for visiting our apartment community and your interest in our apartment homes. To ensure screening policies and procedures are applied to all applicants and their applications 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 accept 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 all requests. 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 their 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 the City of Tacoma renters. This information must also be provided to current enters within thirty (30) days from the 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. 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.
- B. Applicant(s) is required to put the utilities (paid by the resident) in the applicant's name(s) before move-in.

**2. OCCUPANCY STANDARDS:**

The housing provider 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 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 the rental office employee will photocopy 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 delay processing and may even result in the application being denied.

A \$20.00 re-open fee will be charged if an applicant requests to submit corrected or supporting information **and only if** it is deemed appropriate by the DMCI Asset Manager to re-open the application.

If an applicant wishes to provide **new** information, a new, completed application will be required, and a new screening fee must be paid in advance.

**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 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 the 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 third party to the applicant's insurance policy. The renter's insurance policy must be maintained for the duration of the residency. The applicant must notify the Apartment Community Manager in writing if the policy is canceled or changed. Periodic audits are conducted, including at the time of lease renewals to ensure insurance policies are still in effect.

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

The housing provider does not accept portable or reusable renter screening reports.

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

- A. Eviction history, unlawful detainer judgment information, and other public records will be obtained.
- B. The housing provider **does not** accept applicants 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 housing provider reserves the right to deny acceptance to any application where a civil judgment has been entered against the applicant involving termination of a lease, issuing a writ of restitution, or any other claim of default under a

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lease or rental contract. Civil judgments affecting an applicant's creditworthiness 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 screening report will be denied, **unless** the amount owed has been paid in full **and** the amount owed did **not** include any damages.

**9. CRIMINAL HISTORY:**

- A. Applicants with a 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 housing provider may accept applications from applicants who have criminal convictions over seven years old at the time of the screening reports. (RCA 19.182.040)
- D. The housing provider may not accept applicants who have committed the following crimes:
1. Misdemeanor crimes against persons or property which are less than seven (7) years old from the time of the screening report
  2. Felony crimes against persons or property, which are less than seven (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 housing provider 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 housing provider 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 housing provider and DMCI recognize an arrest is not the same as a conviction, and therefore, does accept applications from applicants who have been arrested 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 housing provider 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 housing provider. However, if the first rental reference is for a continuous period of more than two years, then a second reference will not be required.
  3. A copy of a security deposit accounting and/or the applicant's Renter Ledger from the prior rental reference may also be submitted by the applicant.
  4. If the applicant is on a month-to-month rental contract and is applying before the 11<sup>th</sup> of a month, the approval of the application will only be approved contingent on the applicant providing proper written twenty (20) days written notice to vacate to their current housing provider as required by the Washington State Residential Landlord/Tenant Act.
  5. As a courtesy to the applicant's current housing provider, we ask that the applicant notify the housing provider of their intent to vacate if the applicant is on a lease.
- B. A minimum of **two (2) years** of rental history are required.
- C. If an applicant does not have the required rental references from a prior housing provider, the housing provider may accept a cosigner.
- D. If there is only one reference and the rental period is less than two years, the housing provider may accept a cosigner.
- E. The housing provider **does not** accept applicants with a balance of money owed to a prior housing provider due to:
1. Willful, intentional, and/or negligent damage to a previous housing provider's rental property requiring the replacement of a capital improvement item, such as carpet or other floor covering, whether paid in full or not, is grounds for denial
  2. Due to an unlawful detainer (an eviction), which occurred within seven years of the date of the screening report (not including rent or other recurring charges owed (not including damages) between Feb 29, 2020, through Dec 31, 2021)
- F. The housing provider **may** accept applicants with a previous balance owed to a prior housing provider if:
1. The balance left owing is not due to either willful, intentional, and/or negligent damage or unlawful detainer (unless it was for rent or other recurring charges owed (not including damages) between Feb 29, 2020, and Dec 31, 2021)
  2. Any balance owed, including rent owed for a broken lease, must be paid off in full before the applicant moves in (not including rent or other recurring charges owed between Feb 29, 2020, and Dec 31, 2021; this does not include damages).
- G. The housing provider may accept first and last month's rent paid before move-in for applicants, who are current service members, without any rental history or verifiable rental history and/or credit history, but who otherwise qualify.

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- H. Four (4) or more late pays in a twelve (12) month period or three (3) consecutive late payments will result in denial (not including between Feb 29, 2020, and Dec 31, 2021).
- I. Even if a past balance debt owed to a prior housing provider of \$500.00 or more on an applicant's consumer credit file has been paid in full (not including rent or other recurring charges not including damages between Feb 29, 2020, and Dec 31, 2021), this is grounds for denial.

**11. INCOME REQUIREMENTS:**

A cosigner will not be accepted because the income requirements are not met.

The housing provider accepts the following:

**Gross monthly combined household income must be:**

Three (3) times the rent plus any recurring monthly charges, such as water, sewer, trash, covered parking, and/or garage.

For example: If rent is \$900.00, the water and sewer are \$95.00, the refuse is \$15.00, storage is \$25.00, and the carport is \$25.00, then the monthly total for the rent and the above recurring charges will be \$1060.00. Then, the applicant must earn \$3180.00 gross income to qualify.

For applicants receiving rental assistance from the **Housing Options Program (HOP) or the Veteran Assistance Supportive Housing (VASH) or other such rent subsidy programs**, the applicant's income must be:

Three (3) times the applicant's portion of the rent and any recurring monthly charges, including water, sewer, trash, covered parking, and/or garage.

For example: If rent is \$900.00, the water and sewer are \$95.00, the refuse is \$15.00, storage is \$25.00, and the carport is \$25.00, then the monthly total for the rent and the above recurring charges will be \$1060, but the renter's portion of the rent is only \$200.00. Then, the rent of \$200.00 plus the above recurring charges of \$160.00 (\$95.00+\$15.00+\$25.00+\$25.00) equals a total of \$360.00. Then, the applicant must earn \$1080.00 gross income to qualify.

A cosigner will not be accepted because the income requirements are not met.

The housing provider accepts the following:

**Gross Monthly combined household income must be:**

Four times the rent.

For example: If rent is \$900.00, the applicant must earn \$3600.00 gross income to qualify.

For applicants receiving rental assistance from the Housing Options Program (HOP) or the Veteran Assistance Supportive Housing (VASH) or other such rent subsidy programs, the applicant's income must be:

Four times the applicant's portion of the rent and any recurring monthly charges, including water, sewer, trash, covered parking, and/or garage.

For example: If rent is \$900.00, but the renter's portion of the rent is only \$400.00, and the water and sewer are \$95.00, the refuse is \$15.00, storage is \$25.00, and the carport is \$25.00, then the total monthly rent will be the applicant's portion of the rent, \$400.00, plus the above re-occurring charges of \$160.00 will be \$560.00. Then, the applicant must earn \$2,240 gross income to qualify.

**12. INCOME VERIFICATION:**

For Income Verification of Employed Applicants, the housing provider requires the following:

- A. Current employment history for two (2) consecutive years  and/ or in the same field of profession for over two (2) consecutive years
- B. If an applicant has been with their current employer or multiple employers in a similar field for more than one (1) year but under two (2) years:  
A Cosigner will be required
- C. If an applicant has been with their current employer or multiple employers in a similar field for under one (1) year:  
A Cosigner will be required.

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

- D. The last three (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
- E. Direct employee verification for the number of years
- F. Tax statements for nonemployment income for the number of years
- G. Tax Returns if the applicant is self-employed) for the number of years
- H. Work Source Employment Verification is acceptable if the applicant provides contact information and an additional fee for the employment verification is paid in advance by the applicant

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 the income requirement, the housing provider may accept:

- I. Last month's rent must be paid in full before the move-in date
- J. An approved cosigner may be accepted with a month-to-month rental contract rather than a lease
- K. Only month to month rental contracts, rather than leases, will be offered to full-time student applicants paying last month's rent or with cosigners'

For Retired Persons, the housing provider may also accept in addition to other sources of verifiable gross monthly income either:

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

For Disabled Persons who are unemployed or whose income does meet the income requirement, the housing provider may accept either:

- N. Last month's rent was paid in full before the move-in date
- O. An approved cosigner

**13. CREDIT HISTORY:**

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

- A. The housing provider **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 seven (7) years.
- B. Over \$2500.00 past due on an applicant's consumer credit file is grounds for denial, even if the debt (s) has been paid (not including rental debt between Feb 29, 2020, and Dec 31, 2021).
- C. The housing provider does not accept a cosigner because 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 housing provider participates 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 and the DMCI Asset Manager's approval may also need to review the housing authority-issued paperwork before an application is submitted for screening to confirm the maximum allowable rent.
- D. Participants should present any housing authority-issued paperwork when first touring the apartment community or as soon as possible afterward.

**15. BANKRUPTCY:**

- A. The housing provider **may** accept applicants who have declared bankruptcy within the last ten (10) years of the date of the screening report, providing there is verifiable, favorable rental history of at least two (2) years since the date of adjudication (the date the bankruptcy decree was issued).
- B. The housing provider **does not** accept applicants who have an open bankruptcy.
- C. The housing provider **does not** consider bankruptcies, which have a date of adjudication (the date the bankruptcy decree was issued) ten (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 housing provider 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 housing provider does not accept more than two pets.
- E. Pets may not be more than 20 pounds when fully grown.
- F. The following is a list of unacceptable breeds of dogs the housing provider 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 housing provider **does not** accept exotic, caged, or wild animals, including but not limited to: snakes, rabbits, ferrets, reptiles, 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 DMCI office must approve the Pet Agreement before the applicant moves in. Applicants should request to see the Pet Agreement, in advance, for additional information.
- I. Before move-in, the pet must be seen by the Apartment Community Manager for an "animal interview," and a photo of the pet will also be taken to ensure in the future, the animal can be identified and matched with the accompanying Pet Agreement.
- J. The housing provider 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 about reasonable accommodation requests.
- K. Not all apartments are what DMCI considers "pet friendly". For example, the housing provider does not accept pets in apartments with newly installed floor coverings, such as brand-new carpets and/or wood plank flooring.

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

The apartment community 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.  This is a senior-only housing apartment community, as in accordance with the Housing for Older Persons (HOPA) program.

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

The housing provider may allow the transferring of a current resident, but:

- 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 complete a new application for the new apartment desired and pay the screening fee and a holding fee in advance.
- D. The resident must meet the Criteria for Residency for the new apartment.
- E. If a resident is on a month-to-month rental contract and is applying before the 11<sup>th</sup> of a month, the approval of the application will only be approved contingent on the resident providing twenty (20) days written notice to vacate to their current DMCI apartment community as required by the Washington State Residential Landlord/Tenant Act.
- F. Suppose the applicant is on a lease; as a courtesy to the applicant's current housing provider, we ask the applicant to notify the housing provider of their intent to vacate as part of the application screening process.
- G. All money owed on the current apartment must be paid in full.
- H. 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. The housing provider may accept first and last month's rent paid before move-in for applicants who are current service members and who would otherwise qualify, except for lack of rental history, verifiable rental history, and/or credit history.
- B. Service Members should disclose if they are on a military-based housing list or if the applicant will qualify for military-based housing during the 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 housing provider 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 housing provider **does not** accept applicants with a balance of money owed to a prior housing provider due to:
  - 1. Damage to a previous housing provider'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 housing provider **may** accept applicants with a balance owed if the balance owed is not as stated in # 21 A and paid off before the applicant moves in.

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

- A. The housing provider 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 their 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 (including Emotional Support Animals (ESA)):**

- D. The housing provider may grant reasonable accommodation requests for animals assisting persons with disabilities when necessary for the applicant or resident to use and enjoy their dwelling.
- E. The following DMCI three-part original documents are required before 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, 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.
- F. A Service Animal Agreement must be completed and signed by the applicant and then submitted to the DMCI office for approval. Before 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 housing provider **may** permit modification of the existing premises at the complete expense of an applicant or current resident upon the following conditions:

- G. The applicant or resident agrees to restore internal modifications to the premises at their own expense to the pre-modification conditions.

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

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

The housing provider follows fair housing policies and will rent to any 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 housing provider will not deny an apartment to an applicant, 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 a residential history of 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, including staying in a shelter, including 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 the Apartment Community Manager a copy to 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 their 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 **and only if** it is deemed appropriate by the DMCI Asset Manager to re-open the applicant's application.