



916 Robert Bush Dr. W., Unit A  
PO Box 392  
South Bend, WA 98586  
(360) 701-1116

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## Tenant Application Criteria

### Income Requirements

Gross income (including co-applicant) shall be a minimum of three times the rent amount.

### Employment History

Applicant(s) shall have current, consistent and verifiable employment of at least six months. Verifiable income sources could include: wages, tips, child support, grants, pensions, social security, alimony, disability, unemployment, savings and any federal or state benefit program that can be verified for the entire term of the lease. Applicant(s) shall provide pay stubs to verify income.

Self-employed applicants should provide bank statements for the last three months and signed tax returns for the last two years to show predictable income. Unemployed applicants (retired, disabled, students, etc.) should provide records for all income sources they will rely on to fulfill rental obligations.

### Credit History

The applicant should be able to demonstrate good fiscal responsibility. Applicants with unpaid debts or a history of delinquent payments may be denied tenancy. Applicants with an open bankruptcy that has not been discharged will result in denial.

Credit history will be verified by TransUnion SmartMove. Credit history will include a full credit report with credit score to include income, assets, past due amounts, summary of accounts and a history of late payments. This will result in a soft credit check and will not affect the applicant's credit history. The applicant is entitled to a free copy of the report and has the right to dispute the information on their credit report. Seiler Homes Property Management will not accept a comprehensive reusable tenant screening report.

An Adverse Action Notice will be provided to an applicant within 30 days of Seiler Homes Property Management receiving the complete application. The Notice will include the basis for denial and/or additional conditions for approval of tenancy.

## **Rental History**

Each rental applicant should be able to demonstrate a pattern of meeting rental or mortgage obligations, leaving prior properties in good condition and not having a pattern of complaints from neighbors or landlords. Applicant(s) should be able to provide at least one (1) reference from previous housing provider(s). Relatives and friends are not acceptable rental references. Applicants with a history of eviction or unlawful detainer actions may be denied tenancy.

Eviction history will be verified by TransUnion SmartMove.

## **Criminal Records**

We require a background check be conducted by TransUnion SmartMove of all applicants or (co-applicants) to determine whether a business reason exists to deny tenancy. We consider the nature and severity of the offense, the number and type of convictions, the time that has elapsed since the conviction, evidence of good tenant history before and after conviction, any additional information showing rehabilitation, good conduct, or other factors that you would like us to consider.

Criminal history does not automatically disqualify an applicant. Each applicant will be processed on a case by case basis.

## **Policies**

1. Applicant(s) must be of legal age, 18 years or older - to sign a lease agreement.
2. Applicant(s) must pay the non-refundable application fee (\$20).
3. Applicant(s) will be considered on a first come first serve basis.
4. Qualifying applicants with no rental history will be required to have a co-signer.
5. Incomplete, inaccurate or falsified applications may be cause for denial of tenancy.
6. Each applicant is required to submit to a credit and background check through TransUnion SmartMove (\$30).
7. Applicant(s) may be requested to update application, credit check, and/or income records if more than 30 days have lapsed since the initial application.
8. Upon signing a lease agreement, applicants are required to submit a security deposit and first month's rent within two (2) business days. A failure to do so will result in a cancellation of the lease.

9. Smoking or vaping is not permitted in any rental.
10. Pets may or may not be permitted depending on the property. A pet deposit and/or monthly pet fee may be required.
11. Property inspections (walk throughs) will be conducted by Seiler Homes Property Management every six (6) months with 48 hours notice to the tenant.
12. Tenants should be in accordance with RCW 59.18.130, "Duties of tenant".

## **Required Fees**

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|-------------------------|---------|
| 1. Application Fee      | \$20.00 |
| 2. Background Check Fee | \$30.00 |

## **Required Documentation**

1. Completed application
2. Copies of a valid state or federal picture identification (i.e. drivers license, passport) and social security card
3. Copies of six (6) months of recent pay stubs or income records
4. Copies of bank statements for three (3) months (self employed applicants)
5. Copies of two (2) years of signed tax returns (self employed applicants)

**Seiler Home Group does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income.**