



www.tsquaremanagement.com

## Screening Policy and Lease Guidelines



T-Square Properties is the exclusive agent and representative of the property owner and does not, in any respect, have any fiduciary or agency responsibilities to the applicant. We do business in accordance with Federal Fair Housing law, all Federal, State, and Local laws are followed and each application is processed without regard to the race, color, religion, sex, handicap, familial status, sexual orientation, national origin, or any other protected class of applicant. Our staff of professionals are regularly trained and educated on the latest Local, State and Federal statutes pertaining to rental regulations.

**GENERAL:** Applicants must meet the minimum requirements set forth in this document. Each prospective occupant 18 years of age and older must complete an application and pay the application fee of \$45 (each), which is non-refundable. T-Square Properties does not accept comprehensive, reusable tenant screening reports. T-Square Properties will not accept applications until after the applicant or an agent for the applicant has physically inspected the interior of the premises to be leased.

**COMPLETE APPLICATION:** Once you have toured the inside of the property, an application will be considered complete for processing when all of the following have been received by T-Square Properties:

- %" 5`Vtza d`YHYX`UbX`g][ bYX`Udd`]Mh]cb`k`]H`dUna`Ybh`Zcf`YUW`dfcgdYVh]`Y`HybUbhcf`cWV`dUbhcj`Yf`h.Y`U[`Y`cZ`%`&`5`g][ bYX`\c`X`b[ `XYdcg]h`U[ fYYa`Ybh`" `5`\c`X`b[ `XYdcg]h`fYei`U`tc`&`i`a`cb`H`g`fYb`L`]b`h.Y`Z`c`f`a`c`Z`U`W`Y`W`Z`a`cb`Y`m`c`f`X`Y`f`z`c`f`c`h`Y`f`U`d`d`f`c`j`Y`X`Y`W`V`c`b`]`W`dUna`Ybh`(` `5`Vt`d`m`c`Z`Y`U`W`U`d`d`]`M`h`g`X`f`]`Y`f`g`]`W`b`g`Y`c`f`c`h`Y`f`[`c`j`Y`f`b`a`Y`b`H`]`g`j`Y`X`d`\`c`h`c`-`8`)" `5`Vtza d`YHYX`No Pet or Pet profile at <https://tsquareprop.petscreening.com/>

Once we receive the above documents and payments, we will discontinue soliciting additional applications until the screening process is complete. If any of the above items are missing or not complete we will continue marketing and soliciting new applications until all the above items are received.

**PROCESSING:** Applications are processed in the order received. Processing will normally be completed within 1-2 business days; however, it may take longer if complications arise such as difficulties contacting past landlords or employers. All information on the application is subject to verification. Applications may be denied if information is false or not verifiable. In the event additional information is needed to process your application, you will be notified of what we need and have 72 hours to provide that information to T-Square Properties or the screening company. If the information is not provided on time, the application may be rejected or considered incomplete.

**If Application is Approved:** Once approved, you will be notified by phone or e-mail and we will schedule a lease signing appointment. Each adult applicant must review and sign the lease, and provide the initial move-in funds no later than one week from approval, unless otherwise agreed in writing. The offer to lease will be considered rejected by the applicant if the lease is not signed and fees not paid as required.

**If Application is Conditionally Approved:** If minimum criteria are not met but there are mitigating circumstances, you may be approved with certain conditions attached such as an approved co-signor or an increased security deposit. A requested co-signer may submit his or her application and sign the co-signer agreement to accept full financial responsibility along with the applicant. In lieu of a co-signer, and at the landlord's discretion, the applicant may pay an increased security deposit, payable at lease signing, up to the maximum allowed by law. Once you have been notified of approval with conditions, you will have 24 hours (unless otherwise agreed in writing) to accept the conditions.

**If application is Denied:** You will receive an adverse action letter that will advise you of how to contact the screening company to discuss the results on your screening report. This letter will advise you of how to obtain a copy of your consumer credit report and the organization to contact for more information.

**PET/ANIMAL POLICY:** All applicants with or without an animal, including disability-related assistance animals in the home, are required to complete a No Pet or Pet Profile by following this link <https://tsquareprop.petscreening.com> This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If the property owner agrees to allow a pet, applicant will pay an additional security deposit as listed in the online rental advertisement. Verifiable disability-related assistance animals are exempt from this pet policy.

Due to insurance costs and limitations, T-Square Properties does not allow the following breeds in any of our properties: 1. Pit Bull, 2. Rottweiler, 3. Chow Chow, 4. Doberman Pincher, 5. German Shepherd, 6. American Staffordshire Terrier, 7. Wild dogs such as Coyotes, Wolves, and Dingos, 8. Any dog that has any of the above breeds in their lineage.

In addition, no dogs under 12 months of age will be accepted.

**HOLDING DEPOSIT:** At the time of application, the applicant will pay a holding deposit equal to 25% of one month's rent to secure the property until the lease is signed. T-Square Properties will discontinue soliciting applications until the agreed upon time for which the lease will be finalized and move-in funds provided in full, which shall be no later than one week from the date of approval unless otherwise agreed in writing. If applicant is approved and the lease is signed the holding deposit is converted to a portion of the first month's rent or security deposit thereby reducing the required move-in funds accordingly. The terms for retention or refunding of the deposit are contained in the Holding Deposit Agreement provided in your application packet or on the T-Square Properties website.

**SECURITY DEPOSIT:** The security deposit amount varies from property to property and must be paid at the time of lease signing. The amount of the required Security Deposit is listed on the online rental listing.

**CARPET AND FLOORS CLEANING FEE:** As part of the required move-in funds T-Square Properties will collect a non-refundable cleaning fee that will be used to have carpets and floors professionally cleaned upon your eventual vacancy. The applicable fee is listed on the online rental advertisement.

**MOVE-IN FUNDS:** Move-in funds typically consist of Security Deposits, cleaning fee, the first full month's rent, and any prorated portion of a partial month, unless otherwise agreed. Payment in full must be made at lease signing in the form of a Cashier's Check or Money Order. Personal Checks will not be accepted unless received at least 10 business days before the move-in date so that it has time to clear the bank.

**CONDITION:** We believe we have a higher than normal standard in the preparation of our rental units, but our standards may or may not be equivalent to your standards. If you see something that you don't like, or something that you would like added, please make your written request during the application process, we will gladly present it to the property owner. If the property owner grants our request, the modification will be made prior to you taking occupancy or otherwise annotated on the rental agreement. Just prior to your move-in date, a condition report will be completed noting the existing condition of the property.

*Please contact T-Square Properties via e-mail at [info@tsquaremanagement.com](mailto:info@tsquaremanagement.com) should you need a disability related reasonable accommodation to complete the application process or if you need additional time to communicate in English. We'll be glad to assist as needed.*

## **MINIMUM SCREENING CRITERIA**

### **RENTAL HISTORY:**

1. A minimum of 12 months of verifiable residence history from a third party landlord is required. First time renters with no established credit may be conditionally approved requiring a co-signer and/or double security deposit. A rental history demonstrating residency, but not by a third party may require a double security deposit or an approved co-signer.
2. A rental payment history showing four or more late rent payments in a 12-month period will result in denial. 2 or 3 late payments in a 12-month period will result in conditional approval requiring a double security deposit and/or a co-signer.
3. Any Unlawful Detainer or Eviction within three years may result in denial. A rental history indicating past due amounts of rent or an unsatisfied money judgment to a previous or current landlord will result in denial. Any

unlawful detainer or eviction over three years old, which has been paid, may result in conditional approval requiring a double security deposit or co-signer.

4. A rental history reflecting significant damage to the leased premises (over \$500) may result in denial.
5. Rental history reflecting multiple complaints may result in application denial.

**INCOME:** Your application may be denied unless verifiable gross household income meets or exceeds 3 times the rental amount. If monthly income does not meet 3 times the stated monthly rent, an approved co-signer or qualified roommate will be required.

1. All income must be verifiable and sustainable. If income is from W-2 employment, current employment must be verifiable.
2. Self-employed applicants are required to provide the last two years of federal income tax returns and 12 months' bank statements or the last 12 months' of audited financial statements.
3. Section 8 vouchers or other rent subsidies are not considered income but rather a reduction in rent and are acceptable provided all other screening criteria are met by the applicant.
4. Alternative sources of income such as Social Security income, unemployment payments, and child support may be considered as income.
5. If a co-signer is required, the co-signer's verifiable monthly income shall equal at least 4 times the stated monthly rent with all credit lines in good standing.

**CREDIT:** All information showing on the credit report is subject to verification, including previous address and places of employment.

1. Credit accounts or trade lines must be open for a minimum of six months and in good standing.
2. If 50% or more of the open credit accounts are 30 days or more past due the application may be denied.
3. Four or more open accounts that are 30 days or more past due may be conditionally approved provided ~~that~~ there is not more than \$1000 in collections (some exceptions for medical expenses and home mortgages).
4. Outstanding debt to a property management company or landlord will result in denial. Applicant may be reconsidered once the debt is paid. Any judgment related to an unlawful detainer, eviction or related to a past landlord or property management company may result in automatic denial.
5. Any applicant with a pending bankruptcy will be denied.
6. After a discharged bankruptcy, applicant must show a minimum of six months of positive credit history to be considered for conditional approval. Any negative credit after a bankruptcy will result in denial.

#### **CRIMINAL BACKGROUND\*:**

As part of our criminal background screening we will be reviewing the following: History of criminal behavior that may negatively affect tenancy such as drugs, sex offense, robbery, assault, active warrants, etc. Determinations as to the acceptability of criminal history will be made on a case-by-case basis after analysis of available information. There will be no automatic denials on arrest or criminal convictions. However, **as a general guideline:**

Any applicant with a criminal conviction may be rejected UNLESS applicant can demonstrate:

1. The conviction was not for a violent or sexually-related crime;
2. If the conviction was for a felony the conviction was more than 7 years ago;
3. If the conviction was for a gross misdemeanor the conviction was more than 5 years ago;
4. If the conviction was for a misdemeanor the conviction was more than 3 years ago;
5. The applicant has completed all requirements of the sentence and probation, including payment of any restitution and fines, and compliance with any court ordered in/out-patient treatment.

**\*CITY OF SEATTLE RENTALS** – Under Seattle's Fair Chance Housing Ordinance, SMC 14.09, landlords are 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 look forward to receiving your application or hearing back from you with any questions!**