

## Residential Rental Qualification Criteria

**NON-DISCRIMINATION:** Bonavista Management LLC operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. Bonavista Management LLC will allow any reasonable accommodation or reasonable modification based upon a disability-related need; the person requesting any reasonable modification may be responsible for the related expense.

**RENTAL HISTORY:** Valid 12-months of good rental and payment history verified by the previous landlord. Valid rental history is a written lease or month-to-month agreement. If rental history is less than 12-months, then an increased deposit or co-signer (Guarantor) may be required.

**CREDIT HISTORY:** Established credit history required unless a qualified co-signer (Guarantor) is available. Derogatory credit history (excluding medical) that is in excess of \$100 may require an increased deposit and be grounds for denial of the application(s).

**EMPLOYMENT:** Must have 12-months verified employment with current employer or previous employment in same field. Self-employed applicants must provide previous 2 years tax statements.

**INCOME:** Verifiable monthly income must be equal to at least 3 times the applicant's portion of rental amount. Two consecutive recent paystubs required. Self-employed applicants must provide 3-months recent consecutive company bank statements. Retired applicants must provide previous 3-months bank statements indicating monthly income. If income is less than 3 times the rent, a qualified co-signer (Guarantor) will be required. A qualified co-signer (Guarantor) must have verifiable income equal to 5 times the rent and have excellent credit. Any other documentation of income or assistance will be considered. Section 8 applicant(s) are required to meet the same residential rental qualification criteria set forth in this document, with the exception that the Section 8 applicant(s) only needs to meet income requirements for their portion of the rent.

**RENTER'S INSURANCE REQUIREMENT:** You will be required to carry a minimum of \$100,000 Personal Liability Insurance coverage. To satisfy this requirement, you must provide evidence of insurance coverage at initial lease signing and maintain this coverage throughout the entire term of your residency. In addition, we may require that you add our community as an "Interested Party," "Party of Interest," or similar language. Your lease will have additional details about the insurance requirements.

### CRIMINAL HISTORY & SEX OFFENDER REGISTRY: INSIDE THE CITY OF SEATTLE

Please be advised, a landlord within the Seattle city limits is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, **except** sex offender registry information which is the result of an adult criminal conviction – as described in Subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115 which may be grounds for denial. Consideration will be given to the following factors relating to the conviction(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 tenant 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.

### CRIMINAL HISTORY: OUTSIDE THE CITY OF SEATTLE

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application. Any criminal charges, including but not limited to those in this list, may be grounds for denial. Verified name and date of birth match of criminal conviction as follows; murder (1st and 2nd degree), kidnapping (All counts), manslaughter (1st degree), theft (1st & 2nd degree), assault (1st, 2nd & 3rd degree), burglary (1st, 2nd degree & vehicle prowling 1st degree), robbery (1st & 2nd degree), malicious mischief (1st degree), rape (all counts), arson (1st, 2nd degree & reckless burning 1st degree), child molestation (all counts), delivery or sale of narcotics (all counts), rape of a child (all counts), possession with intent to deliver (all counts), domestic violence (all counts), harassment (all counts), and any outstanding criminal warrant. Any criminal conviction which results in a registered sex offender requirement and/or any sex offender registry requirement.

### ADDITIONAL CRITERIA:

- Valid (current) Photo Identification is required of all applicants and those who wish to tour residential rentals
- All applicants 18 or over must complete an application in full regardless of status in the family
- Groups of more than one applicant will not be considered complete until the applications from all members of the group are received

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- The final recommendation will be dependent on combined rental history, income, credit, employment history and criminal history for all properties outside the City of Seattle
- We do not accept comprehensive reusable tenant screening reports as defined by RCW 59.18.257
- Contact your Bonavista Management LLC leasing consultant to request additional time if you need to seek out language interpretation or translation or if you need a reasonable accommodation for a disability

### GROUND FOR DENIAL ARE THE FOLLOWING FOR ALL APPLICATIONS:

- Unpaid rental collection verified on credit report
- Any balance owing to landlord
- Verified eviction showing on credit report or confirmed with landlord.
  - *INSIDE THE CITY OF SEATTLE: landlord is prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020, and the Seattle Office for Civil Rights is the department that will enforce any violations of this ordinance*
- Excessive derogatory credit history
- 2 or more late payments within a 12-month rental period
- 2 or more NSF checks within a 12-month rental period
- 2 or more noise complaints within a 12-month rental period
- Open (non-discharged) bankruptcy (discharged bankruptcy may require an increased deposit)
- Unverifiable social security number
- Falsification or omission of material fact on rental application
- Breaking lease agreement that has or will result in collection filing
- Harassment or threatening behavior toward the management staff during the screening process

### OTHER POLICIES:

- All Bonavista properties are non-smoking; all smoking must be done at least 25 feet from the building. This applies to marijuana smoke as well as tobacco.
- Not all properties allow pets, and not all pet types and breeds are accepted. Please refer to the properties pet policy. Bonavista requires a pet damage deposit and/or pet rent for all pets not considered Service Animals. The renter may pay the pet damage deposit in three consecutive, equal monthly installments that begin when the pet begins living in the rental unit, or the tenant and landlord may agree to an alternative payment schedule.
- Under The City of Seattle Ordinance 125222, tenant may be allowed to pay the security deposit, pet deposit, move-in fees and last month's rent in installments. The payment plan must be structured as follows, unless otherwise agreed to by Landlord and Tenant: six consecutive and equal payments for leases that are six months or longer; or four consecutive and equal payments for leases between 30 days and six months.

If the property you are applying for is in the city of Seattle, you hereby agree that you have received, reviewed, and understand your rights and responsibilities as a renter and have read the following handout: [Seattle Renter Handbook](#)

The application fee is non-refundable. **NON-REFUNDABLE APPLICATION FEE \$49 PER APPLICANT.**

I hereby agree to pay a **holding deposit of \$500**. If the applicant is approved and moves in, the holding deposit will be applied to the required security deposit. If the application is denied for any reason, the holding deposit is refunded. If applicant cancels rental **any time** after application approval/mutual acceptance, the holding deposit is forfeited.

I hereby give Bonavista Management LLC my permission to communicate with my current and former landlord(s) or property manager(s) for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy as well as the other information listed above. I also give Bonavista Management LLC my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history and eviction search will be done in conjunction with my application, and if applying outside Seattle city limits, a criminal background check will also be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. Any negative, misleading, or unverifiable information may result in the denial of your application.

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(Signed/Applicant)

Date