



RESIDENT SCREENING POLICY NOVO APARTMENTS

Palladium Real Estate Services does not accept reusable tenant screening reports

Welcome to our community. Before you apply to rent an apartment home in our community, please take the time to review this screening policy. All persons 18 years of age or older, will be required to complete separate rental applications. The term “applicant(s)” under this policy means the person or persons that will be signing the Lease as “residents”; the term “occupant(s)” in this policy means the person or persons that are authorized occupants under the Lease.

Novo Apartments operates in accordance with the Federal Fair Housing Act, as well as state and local fair housing and civil rights laws. We do not discriminate against any person on the basis of 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. The rental criteria below outline the policies for this community with regard to the standards that may be required by each applicant in order to be approved for residency.

All applications are considered complete upon the submission of a completed application, payment of the application fee for the purpose of a resident screening report, and payment of the holding fee pursuant to 59.18.253 RCW, in addition to any information as set forth below. The screening fee is \$ 50.00 per applicant, and the holding fee is \$300.00, and is subject to the terms and conditions provided separately. This document and the application shall serve as the receipt for both payments.

All completed applications are submitted to RentGrow, Inc., a third-party rental applicant screening company. RentGrow, Inc. will generate a rental report that combines three types of information about you: (1) credit and financial history; (2) court records; and (3) references. Every applicant is treated objectively because each application is scored statistically in exactly the same manner. The rental report provides a recommendation using real time statistical data by evaluating those statistics with the below described rental criteria. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all residents and occupants currently residing in the community have met these requirements. There may be residents and occupants that have resided in the community prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used. Based on the information provided by you, RentGrow, Inc. will provide one of the following recommendations to Novo Apartments:

Accepted: The applicant is accepted with a standard deposit.

Accepted with Conditions: The applicant may be given the option to pay an additional deposit equal to one month’s rent or obtain a guarantor.

Denied: The application will not be accepted.

In the event of denial or other adverse action, you have the right to obtain a free copy of your rental report from RentGrow, Inc. and to dispute the accuracy of any information appearing on it. You may contact RentGrow, Inc., 177 Huntington Ave, Suite 1703 #74213 in Boston, MA 02155-3153 whose telephone number is: (800) 898-1351.

1. **Occupancy Guidelines** – The following occupancy standards apply based on 2 persons per bedroom, plus one per apartment.

One Bedroom	Three Persons
One Bedroom with Den	Three Persons
Two Bedroom	Five Persons
Three Bedroom	Seven Persons

* Residents who exceed these occupancy standards during the lease term, will be required, upon the end of the current lease term, to either:

- i. Transfer into another available apartment which has more bedrooms; or
- ii. Vacate the unit.

Rent for the new apartment will be at the rental rate at the time the lease is entered into for the new apartment.

2. **General** – All applicants must be of legal age, complete an application and pay all applicable fees. The application fee is \$50.00 per applicant. Applications must be completed in full. The application fee is non-refundable and represents the cost of obtaining a tenant screening report described in detail below. All individuals over the age of 18, intending to reside in the unit, must complete a separate rental application and pay a separate application fee. **Any application containing incorrect, untrue, or false information will be denied.**
3. **Identification** – All applicants are required to provide positive identification including one of the following: government issued identification, government issued identification (driver’s license or passport), birth certificate, social security card, or other verifiable identification.

4. **Income** - Gross income for all applicants in one apartment home will be combined and entered into the credit scoring model for income eligibility. Each applicant must provide at least 3 months of consistent, verifiable income as to amount and receipts. Failure to provide at least 3 months verifiable income may require a guarantor_or possible denial. Applicants must have a minimum combined income of 2.5 times the **monthly rent**. If applicant is a participant in a federal, state, local or non-profit voucher program as outlined in RCW 59.15.255, gross income must be 2.5 times the tenants portion of the monthly rent. Additional sources of verifiable income may be considered. These sources may include but are not limited to; child support, grants, pensions, GI benefits, disability, trust funds, social security and savings accounts. Some credit scoring results will necessitate further income verification. In such instances, verification with employer will be completed or applicant may be asked to produce additional financial statements/records. If rent is paid in full by a government, state, or non-profit agency, separate paperwork confirming payment will be required and may be counted as having met income requirements.
5. **Rent to Income Ratio** - Written verification of income equal to 2.5 times the monthly rent per household is required along with necessary supporting documents.
6. **Credit** – RentGrow, Inc. evaluates credit and rental history against performance of future rent payment performance. All applications are evaluated based on statistical data available such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. The rental scoring system will compare your application to RentGrow, Inc. database and by evaluating those statistics and real data in accordance with these criteria. RentGrow, Inc. will provide management with a recommendation.

Minimum grounds for denial include:

- Excessive collection accounts, including utility accounts (regardless of status).
- Rental housing debt, evictions, or collections within the last five (5) years will result in automatic denial of the application.
- More negative than positive account history may be approved subject to an additional security deposit equal to one month's rent or a qualified guarantor.
- Bankruptcy (regardless of discharge) or repossession within the last two (2) years may be grounds for denial of the application or may require a guarantor.

Refer Credit Recommendation occurs on applicants with little or no credit history. In such cases, additional checks for rental and income/employment will be completed. If the criteria are met in these checks, an **additional deposit** will be required. On rental history, applicant must have 6 months of positive rental history within the past 24 months. (Please refer to Clause 7 of this document for detailed information on rental history requirements.) When no rental history exists, a guarantor is required.

7. **Resident History**- All occupants must have at least 6 months of verifiable and positive residency history immediately preceding application. Verification must be provided by a third-party entity. Verification by an individual will not be accepted unless proof of timely payments is provided. Resident history that indicates multiple late payments, returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to policies and regulations of a prior rental agreement will result in denial. Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history for the last 24 months. In these instances, applicant must have a minimum of 6 months cumulative verifiable rental or mortgage payment history within the last 24 months. In such instances, if a previous landlord cannot be contacted, 6 consecutive months of proof of payment must be verified and a copy of the lease contract must be provided. Applicants not having verifiable rental or mortgage history will have to secure a guarantor. When applications also depend on the results of a rental history investigation for an approval/denial determination, applications for residency will automatically be denied for the following reasons:
 - An outstanding debt to a previous landlord or an outstanding NSF check must be paid in full
 - A breach of a prior lease or a prior eviction of any applicant or occupant
 - More than 4 late pays and/or 2 NSFs within the last 24 months
 - Section 8 applicants may be denied based on convictions for manufacture/distribution of methamphetamine or any other criminal conviction allowed by federal law
8. **Employment** –If employment is to begin work shortly, the applicant must provide a “letter of intent” to hire from the employer. In addition, applicant must provide at least 3 months of prior consistent, verifiable income as to amount and receipts. Failure to provide at least 3 months verifiable income may require a guarantor.
9. **Self-Employment, Retired or Unemployed** – Such applicants must provide the previous 2 year's income tax return and the previous three month's bank statements.
10. **Guarantor/Co-Signer**- Guarantors will be accepted for applicants at the discretion of Novo Apartments, when the applicant does not meet the rent-to-income ratio or is denied on the basis of poor financial history. Only one guarantor per home is permissible. Guarantors must reside in the United States. Guarantors must meet the above established criteria and have gross monthly income equal to or greater than four (4) times the monthly rent.

11. **Animals**-If animals are accepted at the Palladium Real Estate Services community where application is made, no more than two animals each weighing 55 pounds or less **full-grown** are allowed per apartment. Animals must be no less than six (6) months of age. Certain breed restrictions and breed-mixes are prohibited at all times. See list below for animals not allowed. A \$400 refundable pet **deposit**, \$200 non-refundable pet fee and prior approval from management will be required. Monthly rent of \$30 per pet (2 pet max) will be charged. Aquariums will be allowed with a 20-gallon maximum on the first floor only with proof of insurance for the entire term of the lease. There is a two-animal per unit limit for all residents.

RESTRICTED ANIMAL LIST (included but not limited to)	
Breeds of Dogs:	Pit Bull Rottweiler German Shepherd Husky Malamute Doberman Chowchow St. Bernard Great Dane Akita Terriers (Staffordshire) American Bull Dog Any hybrid or mixed breed of one of the aforementioned breeds
Poisonous Animals:	Tarantulas Piranhas
Exotic Animals:	Reptiles (snakes, iguanas) Ferrets Skunks Raccoons Squirrels Rabbits Birds (parrots, cockatiels, macaws)

12. **Vehicles** – Only 1 vehicle per licensed driver is allowed. This is subject to review and currently available parking spaces in the community. Parking is not guaranteed. Vehicles must be operational and have current registration and inspection. Boats or trailers are not allowed at any time.
13. **Renter’s Insurance Requirement** – Palladium Real Estate Services requires all residents to carry a minimum of \$100,000 Personal Liability Insurance. We recommend that you consider adding Personal Property Coverage as added protection. Although you may select any insurance provider, Palladium has partnered with ePremium to provide a convenient, reasonable option that offers peace of mind. Attached is a brochure from ePremium that outlines the enrollment guidelines and answers several frequently asked questions. For additional questions about coverage, you may contact ePremium by calling (800) 319-1390 or visit their website at www.epremium.com. Regardless of the provider you choose, proof of Personal Liability Insurance (Confirmation of Insurance or Declaration Page) must be presented to the Leasing Office prior to the extension of your lease term. Novo must be listed as additional insured on your policy and each roommate must have their own policy or name of roommate/other lease holder must also be listed on the policy.
14. **Water Furniture** - Water furniture will only be allowed in first floor apartments with proof of fully paid insurance for the term of the lease.
15. **Criminal History** - **Please be advised, our tenant screening investigation includes a background screening. All applicants will be screened for criminal history. Novo Apartments considers the entire application and considers prior convictions reportable under the Fair Credit Report Act and rules of Washington.** Convictions involving sexual misconduct, drug manufacture and delivery crimes, theft by check or a physical on the basis of their criminal history may request review, which will be done against a person or another person’s property may result in denial. Any individual denied on the basis of their criminal history may request review, which will be done on a case-by-case depending on the felony or misdemeanor offenses. Consideration will be given to the nature and date of the crime, circumstances of conviction, efforts at rehabilitation and prior rental history since release from confinement. Individuals requesting review based upon a denial of their rental application for a prior criminal conviction must provide the following: (1) documentation on the nature and date of the crime, (2) circumstances of underlying crime and conviction, (3) efforts at rehabilitation, and (4) prior rental history references since release from confinement must be provided at the time the application is submitted.



16. **Additional Time-** As part of this property's commitment to equal housing, and non-discrimination, you may request additional time to complete the application should you need reasonable accommodation or meaningful access (translation services). Translation services are applicant's sole expense. Any request must be affirmatively made to management. An application's date of completion will be determined pursuant to SMC 14.08.050.

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your creditworthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Novo Apartments whose address is 18025 SE 272nd Street, Covington, WA 98042, and whose telephone number is (253) 630-6686, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

I hereby agree to pay a non-refundable application fee of \$50 per application and a holding fee of \$300 to reserve unit # _____ located at 18025 SE 272nd Street, Covington, WA 98042. I understand that if I cancel my application more than 48 hours after the application date, the holding fee is non-refundable. I also understand that if my application is denied my refund will be held for 14 days to ensure my payment was processed.

I understand that proof of income and identity verification must be submitted within 48 hours of application submission to qualify for approval. Failure to supply this information may delay approval status.

I understand that proof of qualifying Renter's Insurance must be provided to move into my new home.

Application will not be considered until the Application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.

APPLICANT(S) SIGNATURES

_____	DATE _____
_____	DATE _____
_____	DATE _____