

OLYMPIC PENINSULA APARTMENTS, LLC  
RESIDENT SCREENING CRITERIA

IT IS THE POLICY OF THIS COMPANY TO PROVIDE HOUSING ON AN EQUAL OPPORTUNITY BASIS. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, AND DISABILITY, FAMILIAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, OR ANY OTHER PROTECTED CLASS OUTLINED IN SPECIFIC CITY OR COUNTY AREAS. ALL FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS WILL BE ADHERED TO, INCLUDING REASONABLE ACCOMMODATION REQUESTS.

**MANAGEMENT does not accept portable or reusable tenant screening reports**

**Screening Information Accessed** – OLYMPIC PENINSULA APARTMENTS, LLC will access information to confirm eligibility for tenancy as described below, including credit history, eviction history, past landlord rental references, income verification, and criminal records. Consumer reports are provided by Appfolio Inc., 50 Castilian Drive, Goleta, CA 93117.

Prospective tenants have the right to obtain a free copy of the consumer report in the event of denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report in accordance with RCW 59.18.25 (1)(a)(iii). We use Appfolio, Inc. as a consumer reporting agency.

Appfolio, Inc.  
Consumer Relations  
50 Castilian Drive,  
Goleta, CA 93117

**Pre-applications** will be accepted in our leasing office located at 2202 W 16<sup>th</sup> ST, Port Angeles, WA 98363. Our office phone number is 360-452-6996. This office does not operate on a waiting list. Apartment units will be rented on a first come first serve basis. An application is considered complete when all blank lines are answered, a signed form of authorization is received from all applicants that authorizes the property to verify eligibility, income, assets, and student status, and application fees are paid.

**ELIGIBILITY CRITERIA**

The following are required criteria for tenancy:

**-Providing all required information.** All applicants must cooperate in completing a rental application and providing information necessary to determine their eligibility, and be legally able to enter into a binding contract under state law.



**-Consent for background and rental history.** Applicants must sign appropriate consent forms in which to allow screening of criminal, credit, and rental history.

**-Income Limits (Maximum).** Applicants and Households must qualify under the income guideline restrictions set by the Washington State Housing and Finance Commission for the property and household size. Income limits can be found on the application cover page provided with rental application.

**-Valid Social Security Number.** Family members must provide the property with a complete and accurate social security number. For any members of the household who do not have a social security number, the applicant or family member must provide a valid tax ID number or other acceptable form of identification (see attached list).

**-Criminal History.** Owner and management desire to provide well maintained and well-kept property for the benefit of all the residents. Screening criteria herein are adopted with the intent of maximizing the ability to provide safe housing for residents, managerial staff, the property, and neighbors. Screening shall be designed to provide housing to individuals who do not constitute or pose an unreasonable risk of direct threat to persons and/or property of physical harm and/or adverse housing environment. Owner and management agree to limit screening of conviction history to serious offenses against person and/or property.

Applications that return criminal conviction within the last seven years that include serious crimes against persons or property will be denied.

Owner and management will screen for criminal convictions for crimes against person or property. Convictions for crimes listed below, as well as substantially similar crimes or other serious crimes, may result in denial of application:

- Murder
- Manslaughter
- Assault
- Robbery
- Rape
- Child Molestation
- Rape of a child
- Lewd conduct
- Kidnaping
- Fraud
- Identity Theft
- Theft
- Burglary
- Malicious Mischief
- Arson
- Reckless Burning
- Delivery or sale of controlled substance



Use or Possession of a controlled substance  
Manufacturing a controlled substance

In matters relating to criminal conviction history, circumstances that may be considered include: age of individual at time of conduct; evidence of good tenant history before or after conviction or conduct; evidence of rehabilitation efforts; nature and severity of offense(s); and/or number of similar past offenses or lack thereof.

**-Student Restrictions.** Student restrictions do apply under the Washington State Housing and Finance Commissions guidelines for this property, and all households must meet those requirements. See management for additional information.

**-Acceptable Rental History.** Applicants must be able to show verifiable rental history for the previous three consecutive years. Negative referrals from past landlords that indicate substantial lease non-compliance, repeated violations that would interfere with the quiet and peaceful enjoyment of others, and/or housekeeping, property damage, or other issues with tenant occupancy that would constitute impact to the safety and well-being of others, within the last seven (7) years, may constitute grounds for denial of application. This criteria will not apply to any negative rental reference from a past landlord that resulted from the tenant's nonpayment of rent between March 1, 2020 and six months following the expiration of the Washington State eviction moratorium or December 31<sup>st</sup>, 2021, whichever is later.

**-Income Requirements (Minimum).** Applicant's household must be able to show proof of income that is equal or greater than two times the tenant's portion of the monthly rent for the apartment of which they are approved for occupancy. OLYMPIC PENINSULA APARTMENTS, LLC will consider other sources of assistance on a case by case basis to be credited towards this minimum. Such applicable assistance may include, but not limited to, food stamps, utility assistance and others.

**-Misrepresentations on Application.** Any false, misleading information, and/or misrepresentation in the application process may be cause for denial of application. The return of any check used for payment of any fees required in the application process from a financial institution shall be considered misrepresentation. If any misrepresentations are found after a rental agreement is entered into, such rental agreement may be terminated by rescission at landlord's decision due to lack of informed consent.

**-Evictions from Previous Landlord.** Any record of eviction from a previous landlord or place of residence within the last seven (7) years will be cause for denial of application. This criteria will not apply to an eviction/unlawful detainer action that resulted from the tenant's nonpayment of rent between March 1, 2020 and six months following the expiration of the Washington State eviction moratorium or December 31<sup>st</sup>, 2021, whichever is later.

**-Owing Past Landlord.** Any record of amounts owing to a past landlord within the last seven (7) years will be cause for denial of application. This criteria will not apply to any amount owing a past landlord that resulted from the tenant's nonpayment of rent between March 1, 2020 and six



months following the expiration of the Washington State eviction moratorium or December 31<sup>st</sup>, 2021, whichever is later.

**-Ability for Utility Service.** All applicants must be able to obtain utility service in the name of the applicant at the proposed leased premises. Not being able to do so shall be considered a misrepresentation as described above.

**-Intoxication/Impairment.** During any part of the application and screening process, if any applicant appears to management staff to be intoxicated or impaired, this may constitute grounds for denial of application. Lewd, vulgar, or harassing conduct or language will not be tolerated during the application process and is grounds for terminating the meeting and denial of application.

#### **ADVERSE ACTION NOTICES:**

All applications will be screened in accordance with RCW 19.182 et seq. Any denied or conditionally accepted applications will be issued a letter of adverse action. Prospective tenants have the right to obtain a free copy of the consumer report in the event of denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report. We use Appfolio, Inc. as a consumer reporting agency.

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