

**APPLICANT SCREENING CRITERIA:**

As a potential resident, we would like to thank you for your interest in our property. As part of the application process and in accordance with the limitations set forth in the Federal and State of Washington Fair Tenant Screening Act (RCW 19.182.040 Consumer Report-Prohibited Information-Exceptions), we want to make you aware of specific information that may be considered in our decision to approve, approve with conditions, or deny the application.

Owner and management desire to provide well maintained and well-kept property for the benefit of all 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.

Management will not accept a comprehensive reusable tenant screening report.

You have the right to know the information contained in your file at the consumer reporting agency and dispute any information in your file that you believe is inaccurate. If your application is denied or conditionally approved, you have the right to submit a written request to the consumer reporting agency for disclosure for a free copy of your consumer credit report. The reporting agency plays no part in our decision and is unable to supply any information regarding your application or our decision.

This information collected may be provided in the form of a consumer report obtained from this consumer reporting agency: Appfolio, 50 Castilian Drive, Santa Barbara, CA 93117 Phone number (866) 359-3630.

Should we deny or conditionally approve your application based in whole or in part on the credit and/or public record information obtained as part of the application process, we will supply you with an adverse action notice that will detail the reason(s) for our decision, contact information for the consumer reporting agency that provided information that led to our decision, and dispute information to initiate a dispute with should you choose to do so. All reasonable accommodation requests will be evaluated.

1. Screening criteria is consistently applied to all applicants.
2. Income and assets have to be filled out on the application due to eligibility requirement that need to be checked. The application is considered incomplete if these are not filled out.
3. Each applicant 18 years or older must complete a Black Realty Management, Inc. "Application for Tenancy" in its entirety.
4. Emancipated minors must fill out an "Application for Tenancy" in its entirety, plus provide documentation showing they are an emancipated minor.
5. Information listed on the application including social security numbers, residential history, and income must be verifiable.
6. If the applicant has no rental history, the applicant must place the addresses in which he/she has been living (residential history); all addresses will be verified.
7. If an applicant is applying with another applicant, separate applications must be filled out, but they are denied or approved together.
8. If an application is incomplete, the original application will be returned to the applicant's current address and will not be placed on the waiting list until it is completed.
9. If an applicant does not meet the project's eligibility requirements, they will be issued a denial letter and the application will not be placed on the waitlist for the community.
10. Criminal, sex offender, and eviction search area will be done nationwide.
11. Criminal conviction history including sex offender registry for anyone 13 years of age and older. Provided juvenile records, as defined by RCW 13.50.010(1)(c) will not be considered when the subject of the records is twenty-one years of age or older at the time of the report.

12. Applicants with an arrest and pending criminal case will be evaluated based upon the facts of the underlying case to determine if the conduct justifies exclusion as a threat to others or property. If the applicant has a criminal case pending (for any crime set forth on the criminal criteria listed below) on applicant(s) application and/or screenings, the application will be put on hold until the case has been finalized and a decision has been determined. The applicant(s) are not allowed to be approved to move in until the case is finalized and/or determined. Provided management may limit application of this policy due to conduct that would justify exclusion due to threat posed to person or property.
13. No application will be taken from any applicant that appears belligerent, hostile, vulgar, lewd, obscene, or under the influence of alcohol and/or non-prescription drugs during the application process.

#### **EXTENUATING CIRCUMSTANCES:**

1. In some cases an applicant who does not qualify under this policy, might still be an acceptable risk due to extenuating circumstances. Such circumstances might include, but are not limited to, severe medical problems, recent death of spouse or child, recent divorce, a temporary period of unemployment, negative information confined to a single landlord reference, etc. In matters relating to criminal conviction history, circumstances that may be considered include: age of individual at the time of conduct; evidence of good tenant history before or after conviction or conduct; evidence of rehabilitation efforts, nature or severity of offense(s); and/or number of similar past offenses or lack thereof.
2. In these situations the community manager may request a review by the property manager, who may at his or her discretion, approve or deny the application.
3. The applicant must provide documentation to show that the negative information has been corrected (such as payment agreement, proof of payments on the payment agreement, court documents showing applicant is not responsible, etc.).
4. If the review of the denial results in an approval, the applicant is put back on the waiting list at his or her original placement on the waiting list.
5. Rejected applicants may also appeal the decision of the community manager to the property manager.
6. The applicant will receive a letter of approval or denial from the review of the original denial.
7. If approved, a date, time stamp, and initialed by management will be placed on the letter of approval and the application will be reinstated to the waiting list.

#### **DENIAL FROM APPLICATION FOR THE WAITING LIST IF THE APPLICANT HAS MARKED "YES" TO ANY OF THE FOLLOWING QUESTIONS:**

1. Are you currently an illegal user of a controlled substance?
2. Have you, or anyone, who will be occupying the apartment, ever been convicted of a crime against any person or property within the last five (5) years from date of completing sentence or probation?
3. Are you, or anyone, who will be occupying the apartment subject to a lifetime state sex offender registration program in any state?
4. Have you or anyone, who will be occupying the apartment, assistance or tenancy in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to cooperate with re-certification procedures?
5. The following provisions will prohibit admission to any household member who fits into the following categories:
  - a. Any household member that has been evicted from Federally-assisted housing for drug-related criminal activity, for five (5) years from the date of eviction.
    - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation or household member has successfully completed an approved, supervised drug rehabilitation program; or
    - 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
  - b. Any member of the household is subject to a lifetime registration requirement under a state sex offender program or convicted of a sex offense.
  - c. Management determines that there is a reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful

enjoyment of the premises by other tenants (based on behavior). This must be documented and not hearsay.

- d. Any household member is currently engaging in illegal drug use.
- e. Management determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants. This must be documented and not hearsay.

**SCREENING CRITERIA THAT WILL RESULT IN DENIED OF APPLICATION. UNLESS OTHERWISE STATED, EVALUATED, INFORMATION WILL BE THAT WHICH DOES NOT PREDATES THE REPORT BY MORE THAN SEVEN YEARS:**

1. Residential history:
  - a. Unverifiable residence history:
    - 1) If you place an address on the application where you have lived and we cannot verify this address it will be considered unverifiable residence history.
      - a) Applicant can appeal by providing adequate information for the screening to be completed.
  - b. Negative rental history:
    - 1) Negative items include, but not limited to:
      - a) Evictions/unlawful detainer that result in money judgment and/or writ of restitution;
      - b) Negative rental/residential history;
      - c) Outstanding balance(s);
      - d) Refusal to re-rent;
      - e) Failure to cooperate with recertification procedure;
      - f) Any instance of extraordinary property damage and/or the damage deposit not returned due to damage to the rental apartment beyond normal cleaning;
      - g) History of disruptive behavior;
      - h) Poor housekeeping practices;
      - i) Any instance of a "Proper Notice of Intent to Vacate" not being given;
      - j) Any instance of unauthorized people or pets occupying an apartment rented to the applicant;
      - k) Any instance of two (2) or more "Ten (10)-Day Notices" (rent or comply notices) issued in the past six months.
      - l) Termination of assistance for fraud
      - m) Applicant is on a current lease and owner/management will not let applicant out of the lease;
      - n) Applicant may appeal if extenuating circumstances are applicable (see "Extenuating Circumstances").
2. Credit history:
  - a. Automatic denial for Negative items includes, but not limited to:
    - 1) Open bankruptcy;
    - 2) Eviction/unlawful detainer that result in money judgment and/or writ of restitution;
    - 3) Rental collections (monies still owing);
    - 4) Unpaid or collections of utilities;<sup>123</sup>
  - b. Negative credit history (excluding negative medical items);
    - 1) Four (4) or more negative items. Negative items include, but not limited:
      - a) Collections,
      - b) Bankruptcy (closed), which does not predate the report by more than ten (10) years.
      - c) Repossessions,
      - d) Judgments,
      - f) Liens,
      - g) Rental collections (paid).
  - c. Applicants may appeal if extenuating circumstances are applicable.
3. Criminal history:
  - a. Conviction of a drug-related crime within five (5) years from the date of completing sentence or probation.
    - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation.
  - b. Applicant that is on the sex offender registry will be denied.
  - c. Conviction of a felony crime within seven (7) years from the date of completing sentence or probation.

- 1) Rape, sexual assault, murder, arson, child molestation, trafficking in persons, assault, and manufacturing of illegal drugs or Individuals with any outstanding un-adjudicated felony charges
- 2) Kidnapping felony conviction.
- 3) Persons with outstanding felony charges are not eligible to move into any Black Realty Management, Inc. apartments until the case is finalized and a decision has been made.
- 4) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation.
- d. Manslaughter within seven (7) years from the date of completing sentence or probation.
  - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation.
- e. Robbery or assault with a deadly weapon within seven (7) years from the date of completing sentence or probation.
  - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation.
- f. Gross misdemeanor, assault, theft, burglary, and/or delivery, or sale of illegal drugs, within seven (7) years from the date of completing sentence or probation.
  - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within the five (5) years from date of completing sentence or probation.
- g. Conviction of a crime against a person or property within five (5) years from the date of disposition.
  - 1) Applicant may appeal only if he or she can demonstrate he or she has not been incarcerated within five (5) years from date of completing sentence or probation.
4. Other history:
  - a. Providing false information on the application; falsifying the application, and/or any gross distortion of the truth.
  - b. Being over the established income limits or not meeting eligibility requirements.
  - c. Incomplete applications will be denied, will not be accepted, and will be returned to the applicant via mail for completion.
  - d. Any person who constitutes a direct risk of harm to persons or property based on knowledge of the Landlord and/or Owner will not be considered for tenancy. Must be documented and not hearsay.
  - e. When two or more applicants apply together (such as roommates, husband & wife, etc.) and one meets any of the screening criteria to be denied listed above, each applicant will be denied.
  - f. When applicant has been denied and the fourteen (14) days discussion period has past, the applicant cannot reapply for six (6) months.

#### PROCEDURES FOR REJECTING INELIGIBLE APPLICANTS:

1. Applicants who do not meet the screening criteria will be notified first by a telephone call and then will receive notification in writing why they will not be accepted as a tenant.
2. The applicant has fourteen (14) days from the date of the written notification (the exact date is stated within the notice received) in which to notify Black Realty Management, Inc. of their decision to discuss the denial.
3. Applicants will be given an opportunity to speak with a representative of Black Realty Management, Inc. to discuss any questions they may have regarding the screening criteria.
4. Black Realty Management, Inc. will consider extenuating circumstances that would allow acceptance of an applicant, who would normally be rejected, but there is not and cannot be a reverse policy to consider extenuating circumstances to reject an applicant who was determined to be ineligible.
  - a. When an applicant contacts Black Realty Management, Inc. and states there is a reason that caused the negative situation and/or extenuating circumstance that was denied (such as divorce, medical, health, abuse and/or other such life changes);
  - b. The applicant must provide documentation to Black Realty Management, Inc. of the facts to show that the negative item was corrected, and/or a payment agreement has been accomplished, and/or he or she has changed circumstance and/or has corrected the problem.
  - c. This documentation will be considered when discussing the rejection of the application. The applicant must provide proof that he or she has corrected or is in the process of correcting the issue.
    - 1) **An example** of extenuating circumstance is due to a divorce; you will need proof of what has been agreed upon with paperwork stating who is responsible to negative items, assets and bills still owing. Completed a supervised drug rehabilitation program or provide proof that the offending person does reside in the household any longer.



- d. The property manager will make a decision according to the facts presented to Black Realty Management, Inc. that showed the negative item has been corrected or explained in such a way that a negative impact will not cause the community negative repercussions. The decision will be sent to the applicant in writing.
- e. If the applicant is a person with disabilities, management must consider extenuating circumstances where this would be required as a matter of reasonable accommodation. Accommodation requests may be submitted on forms available and will be promptly considered.
- f. Providing false, misleading, misrepresented, and/or fraudulent information in the application process is grounds for denial of the application. Any discovery of misrepresentation of facts within one year of application shall constitute grounds for the owner/landlord to revoke prior consent of occupancy/tenancy.

**REMOVING NAMES FROM THE WAITING LIST:**

- 1. When removing names from the waiting list there must be a reason why the applicant is being removed from the waiting list, a removal time, and date stamp for that application, written on the application; such as the reason for removal, removed date, time and initial of person.
- 2. Applicant names will be removed from the waiting list for the reasons below:
  - a. The applicant no longer meets the eligibility requirements for the community or program;
  - b. The applicant fails to respond to written notice for an eligibility interview;
  - c. The applicant fails to provide social security numbers for all non-exempt household members.
  - d. The applicant is offered and rejects the apartment;
  - e. Mail sent to applicant's address is returned as undeliverable;
  - f. The apartment that is needed (using family size as the basis) changes, and no appropriate size apartment exists on the community;
  - g. Applicant requests to be removed from the waiting list.

Black Realty Management Inc. does not discriminate against any person because of race, color, creed, religion, gender/sex, sexual orientation/gender identity, familial status, national origin, military/veteran's, marital or handicapped status in the admission or access to or treatment or employment in their federally assisted programs and activities. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

As such, we are required to provide reasonable auxiliary aids and services necessary for effective communication with persons with disabilities when requested. The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988): **Stephanie F., Regional Manager, 801 West Riverside Avenue, Suite. 300, Spokane, WA 99201, (509) 838-8100, Fax (509) 622-3599. TTD/TTY: 800-833-6388, Telebraille: 800-833-6385**

