

## RENTAL CRITERIA AND SCREENING PROCESS

Before tenancy can be approved, all applicants must go through a tenant screening process. You will be required to fill out and sign a rental application to be considered for tenancy. The application will be reviewed for completeness, and the information included in the application will be used to generate a **consumer report**. The consumer report will be reviewed by the landlord prior to approval of tenancy. The consumer report may contain any or all of the following information: scored credit report, address history, criminal history search, sex offender registries search, eviction history search, verification of current and/or previous rental history, verification of current and/or previous employment, verification of driver's license status.

### **GENERAL REQUIREMENTS:**

1. **Positive identification with a picture will be required.** Rental references with phone numbers will be required.
2. **Each applicant will be required to qualify individually.**
3. Any false information supplied on rental application will result in denial.
4. All applicants must be 18 years of age or show proof of legal emancipation.
5. **Number of Occupants:** We allow two (2) people per bedroom plus one (1) person.

### **INCOME/EMPLOYMENT REQUIREMENTS:**

1. Gross monthly household income must equal two and a half (2 ½) times the stated monthly rent.
2. You will be denied if you are unemployed and/or we are unable to verify income that affirms your ability to pay rent.
3. Some form of verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: Bank accounts, alimony/child support, trust accounts, social security, unemployment benefits, welfare, grants/loans.)
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
5. Debt to income ratio may be considered if applicant does not meet minimum income qualifications.
6. Students with no verifiable means of income may be accepted with a qualified co-signer.

### **RENTAL REQUIREMENTS:**

1. Six months of positive verifiable housing history from a third-party landlord is required.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years. Any additional late payments will result in denial.
3. Eviction free rental history will be required.
4. Negative rental history such as excessive noise complaints, outstanding debts or repayment problems, extensive damages, or anything that would cause the landlord to not re-rent will result in denial.

### **CREDIT REQUIREMENTS:**

1. Delinquent accounts (more than 10% of the total number of accounts on the credit report) being reported on the credit report (exclusive of medical collections or student loans) will result in denial.
2. Credit score of 650 or higher is required.
3. Bankruptcy filed within the last three years will result in denial.

### **CRIMINAL HISTORY:**

***If the consumer report contains any of the following information, the application for tenancy will be denied:***

1. Any currently pending criminal charges.
2. Any felony convictions in the last seven (7) years.
3. Two or more misdemeanor convictions in the last seven (7) years
4. Registered sex offenders.
5. Any eviction record.
6. Misdemeanors involving drug related convictions, or guilty plea will result in denial.

### **CO-SIGNER QUALIFICATIONS:**

1. Verifiable monthly income must equal a minimum of four (4) times the applicant's rent. (Verifiable income may mean Bank Accounts & Trust Accounts.)
2. Credit score of 650 or higher is required.
3. Outstanding bad debt, i.e., slow pay, collection, repossessions, liens, judgements and wage garnishment programs, will result in denial of co-signer.



**DENIAL PROCESS:** \_\_\_\_\_

*If your application has been denied, and you feel that you qualify as a resident under the criteria set out above, you should do the following:*

1. Contact the company that supplied the information: **ACRAnet, 521 W Maxwell Ave., Spokane, WA 99201; 1-800-304-1249; email: [TenantScreening@ACRAnet.com](mailto:TenantScreening@ACRAnet.com); [www.acranet.com](http://www.acranet.com)**
2. Correct any incorrect information through the credit-reporting agency as per their policy.
3. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
4. You have the right to obtain a free copy of your report by contacting ACRAnet.
5. Upon receipt of the corrected and satisfactory information your application will be re-evaluated for the next available rental home.

**PAYMENT FOR SCREENING SERVICE:** \_\_\_\_\_

1. Payment MUST be made payable to: ACRANET
2. NO PERSONAL CHECKS
3. Acceptable forms of Payment:
  - a. Cashier's Check OR Money Order
  - b. Debit or Credit card will ONLY be accepted with verification of the card holder's current and valid ID. ID MUST be present.

\_\_\_\_\_/\_\_\_\_\_  
Resident Date

\_\_\_\_\_/\_\_\_\_\_  
Resident Date

\_\_\_\_\_/\_\_\_\_\_  
Resident Date

\_\_\_\_\_/\_\_\_\_\_  
Resident Date

\_\_\_\_\_/\_\_\_\_\_  
Authorized Agent Date

**\*\*EverStar Realty reserves the right to allow an applicant to have a qualified co-signer or to pay an additional security deposit if the applicant does not meet all of the rental requirements. This does not apply to applicants with criminal backgrounds.**

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**



# RENTAL SCREENING APPLICATION



521 W. Maxwell Ave. Spokane WA 99201  
 Customer Service : 509 324-1249 • 1 800 304-1249  
 Fax: 509 324-1240 • 1 800 845-7435

TenantScreening@ACRANet.com • www.ACRANET.com

## TYPE OF REPORT

- ☐ FULL CONSUMER  
☐ QUICK CHECK  
☐ CO-SIGNER (Credit Only)  
☐ COMPREHENSIVE  
☐ OTHER \_\_\_\_\_

MEMBER ACCOUNT # \_\_\_\_\_

DATE OF APP: \_\_\_\_\_

RENT \$ \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**\*\*INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING\*\***

PROPERTY INFORMATION				
MGMT COMPANY	COMPLEX NAME/ADDRESS	REQUESTING AGENT	PHONE#	FAX#
MOVE IN:	MOVE OUT:	DEPOSIT:	PET DEPOSIT:	STUDENT ID#
APPLICANT INFORMATION				
<b>APPLICANT IS:</b> <input type="checkbox"/> APPLYING ALONE <input type="checkbox"/> HAS CO-APPLICANTS		<b>CO-APPLICANT'S NAME(S) (MUST COMPLETE SEPARATE APPLICATION, UNLESS MARRIED)</b> 1. _____ 2. _____ 3. _____		<b>RELATIONSHIP</b> _____ _____
APPLICANT LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
DRIVERS LICENSE #	STATE	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS:	PHONE #
SPOUSE'S LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
TOTAL GROSS MONTHLY INCOME \$ (include all sources)	SPOUSE'S DRIVERS LICENSE #	SPOUSE'S DATE OF BIRTH (MM/DD/YYYY)	SPOUSE'S PHONE #	
SPOUSE'S EMAIL ADDRESS:		OTHER NAMES USED FOR EITHER APPLICANTS:		
CURRENT RESIDENCE				
(1) PRESENT STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
PREVIOUS RESIDENCE				
(2) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
(3) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	

EMERGENCY CONTACT INFORMATION			
NAME OF CONTACT	ADDRESS	RELATIONSHIP	PHONE
ADDITIONAL OCCUPANTS			
Do you have any dependents that will be living at the property? <input type="checkbox"/> YES <input type="checkbox"/> NO		LIST NAMES AND DATES OF BIRTH FOR ALL OCCUPANTS	
EMPLOYMENT HISTORY			
PRESENT EMPLOYER	CITY	STATE	POSITION/TITLE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
SPOUSE'S CURRENT EMPLOYER	CITY	STATE	POSITION/TITLE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
ADDITIONAL INCOME <small>Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such income is to be included in consideration for qualification.</small>			
AMOUNT OF ADDITIONAL INCOME \$	FREQUENCY	SOURCE	
MISCELLANEOUS INFORMATION			
Do you have any pets? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, (Please Explain):		LIST PET TYPES AND BREEDS
CRIMINAL HISTORY			
Have you ever been convicted of any crime? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please use an additional page for multiple offenses)		What level was the offense? <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Violation	COURT LOCATION:
EVICTION HISTORY			
Have you ever been evicted? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	Have you ever filed for Bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you request a reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO
VEHICLE INFORMATION			
MAKE AND MODEL	COLOR	YEAR	LICENSE PLATE NUMBER & STATE

Applicant/Co-Applicant certify that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant/Co-Applicant hereby authorize the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification through ACRANet. Applicant/Co-Applicant understand that a NON-REFUNDABLE APPLICATION FEE of \$\_\_\_\_\_ single cosigner

\$\_\_\_\_\_ married cosigner \$\_\_\_\_\_ single applicant \$\_\_\_\_\_ married applicant will be paid to the landlord/agent at the time of application is submitted.

Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_

Date

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRANET is for the purpose of evaluating the applicant's residency and no other purpose.

Agent's Signature \_\_\_\_\_

Date

☐ It is the Policy of the owners and managers of this management company and/or landlord not to discriminate against anyone in any respect in the rental of this dwelling unit because of race, nationality, religion, sex, disability or family status / having children under the age of 18.



BILLING INFORMATION				
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	TOTAL AMOUNT \$	CARD NUMBER	EXP. DATE	SECURITY CODE
NAME ON CARD	BILLING ADDRESS	APT #	CITY	STATE
ZIP				
My signature below authorizes ACRANET, a background screening and reporting company, to charge the above credit card the background screening fee noted above. I agree to pay for this charge according to the terms of my card holder agreement.				
Signature _____			Date _____	