



420 East Howell St., Seattle, WA 98122

(206) 322-9495
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Tenant Screening Criteria and Application Disclosure

DARCO, Inc. is an equal opportunity housing provider. Darco Inc's policy is, and always has been, not to discriminate against any person because of race, color, religion, sex, national origin, disability, parental status, marital status, age, sexual orientation, ancestry, political ideology or rent subsidy support such as Section 8, or any other recognized protected class in the jurisdiction in which the property is located. Darco, Inc. conducts all business in accordance with Federal Housing laws as well as local and state laws.

Rental Criteria:

All applicants who intend to reside in the property who over the age of 18 must apply. This includes all roommate applications and couples. Your applications will be combined and reviewed as one. Applications are processed by a professional tenant screening company called On-Site." You have the right to obtain a free copy of the consumer report in the event we don't offer tenancy. To dispute any information on the consumer report, please contact On-Site at:

On-Site

307 Orchard City Drive, Suite 110
Campbell, CA 95008
(866) 266-7483

DARCO, Inc. will only accept one completed application at a time and will offer tenancy to the first applicant who meets all our requirements. There is a \$40 application fee per applicant. This application fee is made payable directly to On-Site, our third party screening company. Please notify the resident manager if you require additional time to complete the application.

Application Process:

1. You must first tour of the interior and exterior of the building. Applications are not accepted unless all applicants have viewed the property. For applicants from out of the area, one member of the group of residents or another individual identified by the applicant must visit the property in person and use skype, facetime, or another interactive "real time" method of taking a virtual tour of the property on behalf of those not present in person.
2. Fully complete the application and pay the application fee (\$40.00) via credit or debit card (we do not collect or accept cash or check payments of application fees) directly to On-Site. If you require additional time or assistance to complete an application due to limited English proficiency or disability, please contact our office via email darco@darcoapts.com or phone (206) 322-9495 and describe the reasons why you require additional time and any proof of need you wish us to consider. The date and time of your request for additional time is received by us will be treated as the date and time of the submission of your application.

3. Provide the full amount of holding fee; applications are not considered complete until the holding fee is submitted. We will suspend advertising a unit upon receiving the holding fee equal to the unit's monthly rent in the form of certified funds. If the applicant is approved and signs a lease, the holding fee will be automatically converted and applied towards the security deposit and non-refundable administrative fee at the time of lease signing. In consideration of the landlord holding this unit, applicant hereby waives all rights to the return of the holding fee; and understands that the holding fee shall be retained as liquidated damages in the event applicant does not choose to enter into the lease agreement applied for herein or withdraws the application for any reason prior to approval or denial by Landlord. In the event application for tenancy is not accepted by landlord, the holding fee shall be returned to applicant, allowing sufficient time for bank clearance of checks. If the applicant is approved by landlord, but the prospective tenant declines to enter into a lease, the holding fee will be forfeited to landlord.

4. Send a confirming email to darco@darcoapts.com so we know to look for your application. Include with the email a photograph of your government issued ID. An application without proof of identity is not complete.

5. Watch your email for any requests for additional information. You must respond to any information requests within 72 hours.

6. Remember that all residents over 18 years of age must submit a separate application and in the case of a group of occupants, the application will not be considered to be complete until all members of the group have submitted their application.

7. If you are approved for tenancy, you must accept the offer in writing within 24 hours of the time we notify you and sign the lease within three (3) days. If you wish to accept tenancy, you must agree to the occupancy and rent commencement date set forth in the offer you receive. If you do not accept all terms of any offer of tenancy which is made within 24 hours, we will proceed to the next applicant (if any).

The following information will be accessed as part of the screening of any applications for tenancy:

- All information on your Application for Tenancy.
- Your rental history via any identifiable prior Landlords
- Credit reports via a third-party Consumer Reporting Agency
- Personal references.
- Verification of employment and/or income (or rental subsidy) amounts.
- Public records regarding civil court records.
- Any other information provided by the applicant (such as anticipated length of tenancy, tenancy commencement date, etc.).

General Information:

- Applicant on time for showing appointment, or timely call to reschedule (failure to do so results in denial of the application).
- Positive government issued picture ID for all adult (over 18 years of age or emancipated minor) occupants (failure to provide ID results in denial of the application).
- Fully completed application for every occupant (over 18 years of age or emancipated minor), with no material misstatements or omissions and holding fee.
- Demonstration of ability to pay complete deposit and prepaid rent requirements prior to occupancy (inability to pay the rent results in denial of the application – see income/credit requirements).
- Applications will not be reviewed until received in full. Groups of more than one applicant will not be considered until the applications from all members of the group are received.

Credit/Other Background Requirements:

Maximum percentage of past due negative accounts should not exceed 25% of income. Maximum balance of unpaid collections must not exceed \$200. Any bankruptcies must have been cleared or have occurred over three (3) years ago.

Employment/Income Requirements:

Minimum monthly gross income-to-rent ratio must be three (3) times the rent amount. Self-employed applicants will be required to provide proof of income with the previous year's tax return and/or a business license.

Residential History Requirements:

No landlord tenant court records or unpaid landlord collections. Rental history verification may not be false or negative. No unpaid balances owing, including but not limited to, past due rent, damages, etc.

- For applicants with prior rental history, favorable references must be received from minimum of last two landlords (i.e., timely rent payment, no damage in excess of normal wear and tear, no documented rules violations, timely issuance of notices of intent to vacate and compliance therewith). Any negative history from a prior landlord is grounds for denial of tenancy.
- For applicants without prior rental history, two personal references is required. Absence of such references will result in denial of the application.
- If your former landlord(s) do not respond to requests for information within 72 hours of being contacted, it may result in denial of the application due to unavailability of verifiable favorable rental history.

Guarantors:

- Applicants who do not meet our minimum criteria based upon income and/or credit requirements may propose a Guarantor.
- Guarantors are not accepted where the prior landlord or personal references do not meet our minimum criteria.
- Any Guarantor must have no unpaid collections, no open bankruptcy cases and 4X income. Guarantors not meeting these requirements will result in denial of the application.

Service Companion Animals/Special Needs:

Rules designating no pets will be waived to accommodate the need for certified assist animals. Seeing eye dogs and other animals used as "service animals" are permitted to reside in the apartment with the resident. Legal documentation to verify will be requested. Darco, Inc is willing to make reasonable accommodations to rules and reasonable modifications to the apartment itself that may be required for those individuals with special needs. The cost of such modifications will be assumed by the resident. All reasonable accommodation or medication requests must be in writing.

If the applicant meets **all** the above criteria and submitted a complete application, upon notification of approval by Landlord the applicant is deemed approved and has **three (3)** days to sign the lease; otherwise, applicant forfeits the holding fee.

If the applicant **does not meet any** of the above named criteria, the applicant is denied and will be refunded the holding fee. Any and all denied applicants who may disagree with the screening company's recommendation of denial are welcome to submit a letter to DARCO, Inc's Senior Management Staff.

Senior Staff will review the letter and determine if the applicant may be able to rent with DARCO, Inc. under other conditions.

Darco, Inc. does not accept comprehensive reusable tenant screening reports.