

## Rental Criteria

Effective June 7, 2012 landlords who collect a screening fee from prospective tenants are required to:

1. Provide the applicant, in writing, with the rental criteria that may result in denial of the application.
2. Provide a written adverse action notice as outlined under RCW 59.18.257. This notice is available through your online tenant screening account.

If you take adverse action on a prospective tenant you shall provide the prospective tenant with a written "Adverse Action Notice". You can access the State required "Adverse Action Notice" through your online tenant screening account. This notice also includes the required federal FCRA and Frank Dodd information.

Any landlord or prospective landlord who violates this section may be liable to the prospective tenant for an amount not to exceed one hundred dollars. The prevailing party may also recover court cost and reasonable attorney's fees.

If you have any questions about these changes or accessing your online tenant screening account email [screening@landlordsolutionsinc.com](mailto:screening@landlordsolutionsinc.com) or call us at 253-396-0010.

## Disclaimer

The Rental Criteria Example is intended for you to use as basic guideline and should be customized to your specific criteria requirements. It is not set in stone and should be regularly reviewed to make necessary changes as needed. Your criteria should be consistently followed in all situations to avoid possible fair housing discrimination. Disclaimer: This document contains general information and not intended to apply to any specific situation or as legal advice. You should consult with your attorney to review your criteria or with any questions about the law.

### Rental Criteria Example

Instructions: Put a check next to each item that may result in denial of the application.

#### Identification

Applicant must provide current government issued photo identification

#### Income

Applicant may be denied for:

Lack of proof of income

Monthly household income less than \_\_\_\_\_ time(s) the stated monthly rental amount.

Other: \_\_\_\_\_

#### Credit History

Applicant may be denied for:

Credit score below \_\_\_\_\_

Open bankruptcy

Bankruptcy dismissed or discharged within the past \_\_\_\_\_ months

Judgment or collection for unpaid rent

Judgment or collection for damage to rental unit

Judgment or collections in excess of \$ \_\_\_\_\_ or # \_\_\_\_\_ open accounts

Medical disregarded

Student loans disregarded

Foreclosure in the past \_\_\_\_\_ months

Past due mortgage

Tax lien

Other: \_\_\_\_\_

#### Criminal History

Applicant may be denied where the date of disposition, release or probation have occurred within the past seven years for a conviction, guilty plea or no-contest plea for:

Drug related offenses (intent to deliver, delivery, sale or possession of a controlled substance, manufacturing)

Sex crimes and/or crimes against a child

Murder

Manslaughter

Assault

Burglary

Registered or unregistered sex offender

Kidnapping

Forgery

Robbery

Malicious mischief

Vehicle prowling

Arson

Other: \_\_\_\_\_

### Eviction And Judgment

Applicant may be denied for:

- Eviction filed in the past \_\_\_\_\_ months
- Judgment or collection for unpaid rent
- Judgment or collection for damage to rental unit

Other: \_\_\_\_\_

### Employment History

Applicant may be denied for:

- Employment for less than \_\_\_\_\_ months with current employer OR \_\_\_\_\_ years in the same or similar field of work.
- Unverifiable employment

Other: \_\_\_\_\_

### Rental History

Applicant may be denied for:

- Unverifiable rental history
- Less than \_\_\_\_\_ months of rental history
- Unfulfilled lease obligation(s)
- Current or past balance owing for deposit, rent, fees or damages
- Eviction pending
- \_\_\_\_ or more late payments within a \_\_\_\_\_ month period
- \_\_\_\_ or more NSF checks in a \_\_\_\_\_ month period
- \_\_\_\_ or more complaints in a \_\_\_\_\_ month period
- Unauthorized pet(s)
- Unauthorized occupant(s)
- Damage to the unit or property

Other: \_\_\_\_\_

If your application is denied the landlord is required to provide you with a written notice of adverse action that states the reason(s) for taking adverse action (RCW 59.18.257). Adverse action can be denial of your application or approval on condition (co-signer required, increased deposit, last month's rent, increased monthly rent). You have the right to dispute the accuracy of the information in the tenant screening report. You have the right to a free copy of your tenant screening report. To dispute the accuracy of your tenant screening report or to request a free copy of your tenant screening report please submit your request in writing with a copy of your photo ID to:

LandlordSolutions  
2201 North 30th Street  
Tacoma, WA 98403  
Office: 253-396-0010 | Fax: 866-877-9688

By signing below the applicant acknowledges receipt of the prospective landlord's criteria that may result in denial of your application. Screening fees are non-refundable. **Applicant may be denied for providing false, inaccurate or misleading information or for an incomplete application.**

\_\_\_\_\_  
Applicant – Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Date