

CITY OF SEATTLE

TENANT SELECTION POLICY

We do not accept Reusable/Portable Reports

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information. Selection Policy applies to ALL HOUSEHOLD MEMBERS.

CREDIT

Civil Judgments and/or collections for rentals and/or utilities
Bankruptcy, foreclosures, negative credit

COURT RECORDS

Determinations as to criminal screening will be made on a case-by-case basis and based on several factors and information. Landlord will be reviewing the following criminal record(s):

1. All Properties - Registered/Lifetime Sex Offender (committed as an adult).
2. For HUD/Federally Regulated Buildings **Only** the following also applies – Conviction for manufacture or production of methamphetamine on the premises of federally assisted housing.
3. Civil Records – Protection Orders Filed (against a perpetrator only), Judgments.

“The landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in subsection 14.09.025.A.3, subsection 14.09.025.A.4, subsection 14.09.025.A.5, and subject to the exclusions and legal requirements in section 14.09.115 . If a landlord screens prospective occupants for registry information, the written notice shall also include this screening criteria and must inform applicants that they may provide any supplemental information related to an individual's rehabilitation, good conduct, and facts or explanations regarding their registry information. The landlord is prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020, and that the Seattle Office of Civil Rights is the department that will enforce any violations of this ordinance as described in CB 119787”

REFERENCES

Lack of 24 months of continuous, positive, objective rental history
Negative and/or incomplete rental references

EMPLOYMENT/INCOME

Lack of proper documentation proving adequate income to pay rent

Screening Report will also be reviewed for:

1. False information and/or omission of material fact on Rental Application
2. Lack of information provided on Rental Application

Applicants need to provide:

1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
2. Driver's License or Government Issued photo ID
3. Proof of adequate income – Example but not restricted to the following:
 - Most recent check stub with year to date earnings
 - Self Employed – Tax Returns for last two years
 - Retired – Copies of Deposit slips, Investment Earnings and/or Social Security Earnings Documents, Bank Deposit History
 - Additional Sources of Income – Ex: Child Support, Trust Funds, Bank Deposit History, etc.

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein. Per FCRA, the company, Orca Information, Inc. provided all or part of the information included in the background check. However, Orca Information did not make the decision to take the Adverse Action. Decision to rent is made solely by landlord.

Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Consumer Rights Letter. This letter describes in detail how you may obtain a free copy of the background check

You have the right to obtain a free copy of the consumer report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report. The consumer reporting agency: Orca Information, Inc., 120 E. George Hopper Road, Suite 108, Burlington, WA 98233, Phone 800-341-0022 Fax 800-522-6722, www.orcainfo-com.com, orca@orcainfo-com.com

You have the right to obtain a FREE copy of your credit report each year from every credit bureau. For a FREE copy log onto: www.annualcreditreport.com Orca Information obtains their credit reports from Trans Union.

Note: This is to inform you that the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil), employment and rental references as needed to verify all information put forth on your rental application. Orca Information, Inc. contact information is: www.orcainfo-com.com, orca@orcainfo-com.com, 800-341-0022, 120 E. George Hopper Road, Suite 108, Burlington, WA, 98233.

NOTE: THIS DOCUMENT IS NOT TO BE USED UNTIL APPROVED BY YOUR ATTORNEY.