



# **NORTHWEST PACIFIC PROPERTY MANAGEMENT, LLC**

## **RENTAL APPLICATION PROCESS**

It is the company policy of **Northwest Pacific Property Management, LLC** to provide a standardized guideline for accepting tenants, to ensure all applicants are treated fairly and equally, to eliminate the possibility of discrimination in rental decisions and to accept only responsible tenants, who will pay rent on time and maintain the rental property.

Each applicant's screening report will be reviewed for three types of information: DISMISSALS, NEGATIVES and REQUIREMENTS.

### **All information applies to each applicant individually.**

If any DISMISSAL item is found, without extenuating circumstances, the application may be denied.

If NEGATIVE items are found, with no extenuating circumstances, the application may be denied or the owner may require an increased security deposit and/or a qualified co-signer. All REQUIREMENTS must be met.

### **DISMISSALS:** The following items will be considered a dismissal:

- Any collection amount or balance owed to a property management company or landlord
- Any eviction in the last 5 years
- Any felony conviction in the last 5 years
- Any applicant who does not cooperate in all aspects of the application process
- Reasonable likelihood that you or any household member or guest will interfere with the health, safety, security or the right of peaceful enjoyment of the resident community or cause damage to the property

### **NEGATIVES:** The following items will be considered negative items:

- Negative or incomplete rental reference
- Any net income level which is less than three times the rent of the unit applied for
- Any applicant with less than 3 years of unbiased verifiable rental history
- Any collection, charge off, judgment, bankruptcy or lien within the last 7 years, excluding medical
- Any instance of a security deposit not returned due to damage to the rental unit (beyond normal cleaning)
- Any instance of proper Notice to Vacate not being given to a previous landlord

### **REQUIREMENTS:**

- Completed and Signed Rental Applications from all occupants over 18 years old
- Non-refundable application fees (money order or cashier's check) for all Rental Applications
- Proof of ability to pay rent (copy of current paycheck stub, tax return, as required)
- Copy of photo identification
- Some circumstances may require additional documentation, please contact office

**ANTI-DISCRIMINATION:** No applicant shall be declined on the basis of their race, sex, religion, marital status, family status, age or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices.

### **THE FOLLOWING STEPS ARE MEANT TO ASSIST PROSPECTIVE TENANTS THROUGH THE APPLICATION PROCESS:**

1. Call to see if the property is still available.
2. Drive by the property and view surrounding area.
3. Call our office to schedule your personal viewing.
4. Submit completed application (including all necessary documents and application fee).
  - a. These are received on a first come first serve basis and are time stamped.
5. The application is then processed in 3 to 5 business days, at which point we will contact the applicant.

**Office location: 4280 Chaney Way SE  
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[www.northwestpacific.net](http://www.northwestpacific.net)**