APPLICATION ACCEPTANCE PROCESS

Please review the following thoroughly before you begin.

1. Application:
   ✓ We require that the application be filled out completely, legibly and signed before we can process it. An incomplete application will cause a delay in the process and may result in denial of the application.
   ✓ Falsification of information will result in denial.
   ✓ Application Screening Fee: A non-refundable $43.00 fee per applicant is required at the time the application is submitted. Anyone over the age of 18 must be screened. Please make funds payable in the form of a cashier’s check or money order. Credit card payments are accepted with the credit card form through Moco Inc.
   ✓ Applications are processed on a first come, first serve basis. Taking an application with you does not hold the apartment for you.

2. Holding an Apartment:
   ✓ An apartment is taken “off the market” and considered “held” when an application is filled out, paid and a holding fee in the amount of: $500.00 is given.
   ✓ If an application is submitted without a holding fee, no specific apartment will be held.
   ✓ The holding fee will not be refunded unless the apartment cannot be delivered to the applicant for possession on the stated date. When tenancy does occur, this fee will then be applied to rent and/or the security deposit due.

3. The Screening Process:
   ✓ All applications are screened and processed by an independent company and The Apartments must follow the recommendation received. Screening usually takes about 48 hours. After 72 hours, we will run the next application (if any) and will rent the apartment to the first approved applicant that brings in the holding fee.
   ✓ Acceptance of your Application: Once the screening company has made a determination of your application, we will call you with the results and / or if there are any added stipulations, such as an increased security deposit. Upon your acceptance of the results, the holding fee will be deposited and is non-refundable in the event that the applicant(s) do not move in as agreed.
   ✓ Denial of your Application: If your application is denied, you will receive a phone call from us, followed by written notification.(Note: If you have questions concerning the results, you will need to contact the screening company, as they were the ones that processed your application.) We will not be able to provide a copy of your credit report to you (as stipulated by the Fair Credit Reporting Act); however, you are welcome to contact the screening company with any questions you may have.

4. Rental Terms: A 6, 9 or 12 month rental lease must be signed.

My signature acknowledges I have read and understand the Application Acceptance Process. All applicants must sign below before we can process the application(s).

Signature: ___________________________________________  Date: ______________________

Signature: ___________________________________________  Date: ______________________

THE Q APARTMENT HOMES IS PROUDLY MANAGED BY GRAN INC.
Valid Photo Identification will be required of all applicants.

We currently are not accepting Comprehensive Reusable Tenant Screening Reports

Final recommendation will be dependent on all factors: rental, credit, employment & sex offender registry requirements (if applicable) combined.

**Rental History:** 6 months valid, verifiable rental history

Valid rental history is a written lease or month-to-month agreement. If rental history is less than 6 months, then an increased deposit may be required. 1 late payment, NSF checks and/or noise complaints within the last 12 months may result in an increased deposit.

**Credit History:** No established credit history required for residency

If derogatory credit history (excluding medical debt) is in excess of $500 but less than $3,000 then an increased deposit may be required. A discharged bankruptcy that is older than 24 months may qualify for an approval as long as there is no derogatory credit (medical debt will not be included as derogatory credit) after the discharge date.

**Employment:** 6 months with current employer or previous employment in same field of work.

If less than 6 months, then an increased deposit may be required. Employment and income from a source that will not exist at time of tenancy will not be considered.

**Income:** Monthly gross income must be equal to at least 3 times the rental amount (only legal and verifiable income considered) If less than 3 times but greater than 2 ½ the rental amount, then an increased deposit may be required.

**GROUNDS FOR DENIAL:**

- Verified eviction showing on credit report or confirmed with landlord.
- Rental collection and / or judgment verified on credit report
- Balance owing to landlord
- Derogatory credit (excluding medical debt) in excess of $2,999
- Open or non-discharged bankruptcy
- Foreclosed or past due mortgage
- Monthly income that is less than 2.5 times the rental amount.
- 2 or more late payments and/or NSF checks and/or Noise Complaints within the last 12-month rental period
- Unverifiable social security number, state driver's license or ID card
- Falsification of rental application
- Breaking lease agreement that will result in collection filing

Please be advised, a landlord (within the Seattle city limits) is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information which is the result of an adult criminal conviction.

We do not automatically deny applicants based on sex offender registry that is the result of an adult criminal conviction. Rather, consideration is based on the nature of the offense and time passed since the date of final disposition. Supplemental information can be provided to the landlord by the applicant, or produced on behalf of the applicant, with respect to the applicant’s rehabilitation and/or good conduct. Supplemental information may include, but is not limited to: conviction information; certification of rehabilitation; written or oral statements by the applicant, past or present employer(s), current and prior landlord(s), members of the judiciary or law enforcement, parole officer, member of clergy, counselor or therapists, social workers or similar person(s).

* Month/Year this rental criterion took effect