

Gateway Property Management

620 Cota Street

Mailing Address: P.O. BOX 1997

Shelton, WA. 98584

Business: 360-426-3988

Fax: 360-427-9245

RENTAL QUALIFICATION STANDARDS AND APPLICATION GUIDELINES

PLEASE READ AND SIGN BEFORE COMPLETING RENTAL APPLICATION!

Application Fees:

PLEASE NO CASH - WE ACCEPT MONEY ORDERS, CASHIERS CHECKS AND DEBIT/CREDIT ONLY

Full Report: \$ 44.00 (any adult over 18 required to do full report)

- **\$1.00 Process fee for Credit/debit cards**

Credit and Criminal/ Co-signer: \$28.00 (prior Approval required)

- **\$1.00 Process fee for Credit/debit cards**

AS A POLICY THIS COMPANY DOES NOT ACCEPT COMPREHENSIVE REUSABLE TENANT SCREENING REPORTS.

Dear Applicant:

Thank you for considering **Gateway Property Management** in your search for a home to rent.

The application screening process will take approximately 3 to 5 business days. After acceptance, the rental forms can be completed; rent/deposit/fees paid and keys delivered for immediate occupancy if the home is available for occupancy.

A unit cannot be held for more than fourteen (14) days, unless it is currently occupied or the owner has approved. After notification of acceptance, applicant(s) has two (2) business days to sign the rental agreement and pay the first month=s rent plus security deposit and any applicable fees. If holding a property for up to fourteen (14) days, applicant(s) has two (2) business days to provide a holding fee equal to the required damage/cleaning/security deposit. This holding fee is refundable if the property cannot be delivered to applicant for rent. If applicant decides not to rent the property for any reason, the holding fee is **NOT** refundable. Upon signing a rental agreement, the holding fee becomes part of the security deposit.

RENTAL QUALIFICATION STANDARDS

Qualifying as a tenant is based on the following criteria:

1. Positive Identification. Applicant is required to provide picture ID, such as a driver=s license or military ID.
2. Income must be verifiable through LES (Leave and Earning Statements), pay stubs, employer contact or tax records.
Military personnel recently assigned to the area are required to provide a copy of their military orders.
3. Positive credit report.
4. Positive rental or home ownership history and no prior evictions.
5. Criminal history may be cause for denial of tenancy.

RENTAL APPLICATIONS GUIDELINES

A separate rental application must be completed accurately and as completely as possible by **each** person 18 years old or older who will reside on the property. Any willful misinformation constitutes basis for rejection of the application. Each application will need to be accompanied by a **non-refundable** application fee.

Screening your application includes calling your employer, former landlord and financial institutions. By signing the application for tenancy, you have authorized these agencies to release information for us to evaluate your application. If we deny tenancy based on information provided by that agency, you have the right to contact A. C. S. Services directly to determine and dispute the accuracy of the information provided. We are not required to release or disclose information provided by such agency except as required under 15 U.S.C.sec.1681 at seq.

ADVERSE ACTION OPTIONS

If applicant cannot meet all the rental standards, a qualified co-signer may be necessary. The co-signer is required to be a legal resident in the **same** county as the rental property and provide a completed application with fee. In the case of a roommate/co-tenant situation, each application may require a separate co-signer. Co-signers not residing in same county must be approved on a case-by-case basis by owner of property.

Based on information provided and qualification standards of Gateway Property Management, a double deposit may be required in lieu of a co-signer.

Application will be denied by Gateway Property Management if information supplied does not meet Rental Qualification Standards and Adverse Action Options cannot be applied.

Criteria for adverse action to be taken:

1. Lack of credit.
2. Poor credit explained B i.e. divorce, medical related, discharged bankruptcy.
3. Limited rental history.
4. Lack of time on current employment.
5. Income requirements.

I have read and understand this notice: _____

Date: _____

For office use/copy to be provided to tenant if adverse action is taken:

<p>FCRA Section 615(a)1</p> <ol style="list-style-type: none"> 1. Consumer Report Provided by A. C. S., P. O. BOX 2111 in Renton, WA. 98056. Telephone #: (425) 271-8065. 2. A. C. S. Provided a report to Gateway Property Management only. Gateway Property Management used information provided for application process and is solely responsible for tenancy decision. 3. Applicant has the right to dispute accuracy or completeness of any information provided, and has the right to a credit report from reporting agencies upon request within sixty (60) days for an additional fee to be payable to A. C. S. <p style="margin-top: 20px;">_____ Application Approved Date: _____</p> <p style="margin-top: 20px;">_____ Application Denied Date: _____ *Copy of Application Standards/Guidelines Provided to Applicant</p> <p style="margin-top: 20px;">_____ Application Approved Co-Signer Required Date: _____ *Copy of Applications Standards/Guidelines Provided to Applicant</p> <p style="margin-top: 20px;">_____ Application Approved Double Deposit Required Date: _____ *Copy of Applications Standards/Guidelines Provided to Applicant</p>
--