

Harcourts Peninsula Properties

Division of LK Ventures LLC

www.harcourtspp.com

TENANT SCREENING CRITERIA & DISCLOSURE NOTICE (Compliant with FCRA & Washington State RCW 59.18.257)

Equal Housing Opportunity

Harcourts Peninsula Properties abides by the Federal Fair Housing Act, Washington Fair Housing Laws, and all local ordinances, ensuring equal opportunity for all applicants regardless of race, color, religion, national origin, sex, disability, familial status, marital status, sexual orientation, gender identity, veteran or military status, or any other protected category.

Screening Agency Information

Screening Company: TransUnion Rental Screening Solutions

Address: 2 Baldwin Place, P.O. Box 2000, Chester, PA 19022

Phone: 1-888-710-0270

Website: www.transunion.com/myoptions

We do not accept portable tenant screening reports.

Application Process & Required Documentation

- All adults (18+) who will occupy the home must submit an individual application.
- Lease start date must begin within 14 days of application acceptance.
- Each applicant must provide a valid government-issued photo ID.
- A non-refundable application fee of \$55 per adult is required before screening.
- A holding deposit of \$250 will be required within 48 hours of approval.

Application fees and holding deposits do not guarantee approval. If the holding deposit is forfeited or refunded, this will be documented in writing.

Accuracy and Truthfulness:

All information provided in the rental application must be true, complete, and verifiable. Providing false, misleading, or incomplete information — including but not limited to income, employment, rental history, criminal background, or identity — is grounds for **denial of the application, forfeiture of any fees or deposits, lease termination, and/or legal action** as permitted by law.

Screening Information & Criteria

1. Income Verification

- Gross household income must be at least three (3) times the monthly rent.
- Voucher holders must demonstrate income equal to three (3) times their portion of the rent.
- Income must be current, consistent, and verifiable for at least the past 6–12 months.
- Acceptable ***proof of income*** includes any one or combination of the following:
 - Two (2) most recent pay stubs showing year-to-date totals;
 - Employment verification letter on company letterhead or official email;
 - Bank statements showing regular payroll deposits (last 2–3 months);

- Tax returns (last 2 years) for self-employed applicants;
 - Award letters or benefit statements for Social Security, retirement, disability, alimony, or child support;
 - For new employment, a signed offer letter stating salary and start date.
- Combined household income will be considered if all adults are listed on the application.
 - Incomplete, unverifiable, or inconsistent income documentation may result in denial or a requirement for a guarantor or increased security deposit.

2. Credit History

- Minimum average household credit score: 600.
- Applications with recent bankruptcies, landlord collections, or unpaid judgments may be denied.
- Evictions or money owed to prior landlords or utilities are grounds for denial.
- Applicants with lower scores may be considered with additional deposits.

3. Rental History

- Two years of verifiable rental or homeownership history required.
- Verification is obtained through direct contact with current and previous landlords or property managers, mortgage statements, or county property records. Applicants must provide accurate contact information for all previous landlords. Relatives are not accepted as references.
- No more than 2 late payments and 1 NSF in the past 12 months.
- No evictions or outstanding rental balances within 3 years.

4. Criminal Background

- Felony convictions for violent crimes or drug distribution within 5 years will result in denial.
- Non-violent crimes or drug possession must be at least 2 years old.
- No pending charges or active warrants permitted.
- Criminal history will be reviewed on an individualized basis for relevancy and severity.

5. Occupancy Standards

Two (2) persons per bedroom plus one additional occupant.

6. Animals

- Pets are not permitted unless the specific home is designated as pet-friendly and the animal has been approved through our authorized third-party verification service (Our Pet Policy or PetScreening.com).
- A non-refundable one-time pet administration fee of \$100 per approved animal applies to Harcourts Peninsula Properties and is separate from any fees charged by the third-party vendor.
- Service and Assistive Animals: Requests for reasonable accommodation involving service or assistive animals are reviewed and verified through our authorized third-party screening partner (Our Pet Policy or PetScreening.com). These partners follow HUD and ADA guidelines to verify that the request meets the criteria for a legitimate assistance animal. There is no fee for submitting a reasonable accommodation request for a service or assistive animal. Once verification is complete, Harcourts Peninsula Properties follows the partner's determination and applicable fair housing laws regarding approval, accommodation, and any required documentation.
- Unauthorized animals are grounds for denial of the application or a lease violation.
- Misrepresentation: Providing false, incomplete, or misleading information regarding pets, service animals, or assistive animals — including documentation or status — is considered a material misrepresentation and grounds for application denial, lease termination, and/or legal action as permitted by law.

7. Smoking & Conduct

All properties are non-smoking.

Applicants, tenants, and guests must maintain courteous communication with staff, vendors, and neighbors.

FCRA and Adverse Action Disclosure

If your application is denied or if additional terms (e.g., higher deposit or guarantor) are required based on information obtained from a consumer report:

- You will receive a written Adverse Action Notice identifying the reason(s) and the consumer reporting agency used.
- You have the right to a free copy of your consumer report from the agency within 60 days.
- You have the right to dispute inaccurate or incomplete information directly with the reporting agency.

Additional Notices

- Agency Disclosure: Harcourts Peninsula Properties represents the property owner and does not have fiduciary duties to the tenant.
- Electronic Communications: Applicants consent to receive notices, disclosures, and agreements electronically.
- Fair Housing: HPP does not discriminate against any applicant under any federal, state, or local law.

Disclaimer: This form is provided for informational purposes only and does not constitute legal advice. Landlords and property managers should verify compliance with any city-specific ordinances (e.g., Seattle or Tacoma) before use.