



## ELIGIBILITY & SCREENING CRITERIA

All applicants must meet income and household criteria based on the funding restrictions for the property. In addition, CHH uses the following criteria to determine a household's suitability for CHH housing. Exceptions to CHH's criteria are made only through the application appeals process which is outlined below. CHH has modified screening criteria for our HUD and other subsidized units, which are rented to targeted populations through waitlists and referral.

CHH will consider applications in the order in which completed applications are received. An application is considered complete when all of the information outlined on the attached list, "What to Bring to Your Application Appointment" is received and the applicant has met with the Site Manager. If the applicant fails to bring any of the required information to the appointment or all members over the age of 18 are not there to view the unit, the appointment will be stopped and rescheduled if the unit is still available. **If we contact you to clarify employment, rental history, or other information, you will have 72 hours to provide the information before your application is denied.**

### Please Note the following:

- 1) CHH does accept Portable Screening Reports.
- 2) All adults in the household must view and apply for the unit in person.
- 3) If you would like to request additional time to complete the application due to limited English proficiency or as a reasonable accommodation for a disability, please advise the Site Manager.

### AGE

At least one member of the household must be 18 years of age or legally emancipated with proof of emancipation. Some CHH properties serving seniors are restricted by age.

### INCOME

- Apartments have a maximum income limit based on household size. All sources of income must be disclosed and verified for all the household members.
- Household income must be at minimum 2.5 times the annual rent, or have accessible financial assets to cover the monthly rent amount for the length of the lease.
- Households with a Seattle Housing Authority, Section 8 Housing Choice Voucher, or similar, are exempt from the 2.5 income criteria.
- Households ability to demonstrate 6 months of timely payment of rent at or higher than rental amount for unit applying for.

### CRIMINAL HISTORY

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** – as described in Seattle Municipal Code (SMC) subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115. If sex offender registry information is considered, an applicant may provide any supplemental information related to rehabilitation, good conduct, and facts or explanations regarding their registry information.

If the applicant or any adult member of the household is listed on the sex offender registry for a conviction that occurred when the individual was an adult, they may be subject to secondary screening to determine whether there is a risk to the health, safety, or welfare of residents or staff; in such instances, the applicant may provide supplemental information related to the individual's rehabilitation, good conduct, and additional facts or explanations. Upon secondary screening, if it is determined that a legitimate business reason exists to do so, the application will be denied.

Applicants for federally assisted housing, including HUD Sec 8 units, will be denied if the applicant or any member of the household is subject to a lifetime sex offender registration requirement under a state sex offender registration program and/or has been convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing.

## **RENTAL HISTORY**

Applicants must provide address history for the previous two (2) years, without gaps. This may be with multiple landlords, but without breaks of more than 30 days between rental periods. Rental history can be a room rental or with roommates as long as the applicant paid rent directly to the landlord and it can be verified. Paying rent to friends or relatives is not considered rental history. Rental history will be reviewed for the following:

- No evictions, judgments, or unlawful detainers in the past two (2) years. If court records indicate an eviction, the burden is on the applicant to prove an eviction did not occur.
- No outstanding balances owed to current or previous landlord
- No more than three (3) legal notices within the past twelve (12) months for any member of applicant household.
- Poor rental history reported by a landlord, even if a legal notice was not issued, is grounds for denial. Examples of poor rental history includes repeated and excessive damages to the unit, noise complaints, and frequent late payments.
- No evictions or unlawful detainers from current or previous CHH tenancy.

If applicant does not have two years of housing landlord references, then applicant must provide the following:

- Three third party non-friend, non-family positive professional references who has professional knowledge of the applicant(s) for at least six months, preferably one year.

Examples of professional references include but are not limited to: case manager, supervisor, co-worker past or present, professor, teacher, shelter worker, clergy, and social services agency worker. If the applicant only has one year of landlord references, then two positive professional references must be supplied along with the one year landlord reference. Must be able to validate consistent responsible behavior.

## **Recent Homeowners**

Proof of consecutive, timely mortgage payments over the most recent twelve months may be substituted for rental history. Real estate must be included as an asset when determining eligibility, including any proceeds from the sale of the property, or any income from renting the property to a third party.

Applicants who are about to undergo or have undergone foreclosure on their *primary* residence in the past 12 months must show that the previous mortgage payments were more than 40% of their household income.

## **PETS**

Pets are welcomed at our properties:

- Proof of inoculations, spay or neutering, and a current City pet license is required
- Pet deposit is 25 % of the first-full month's rent
- Resident must abide by the CHH Pet Agreement - Please ask to see the Pet Agreement

HUD subsidized properties: Pet deposit is the lesser of 25% of the first-full month's contract rent or \$300.00.

**Note:** Service and companion animals are not considered pets. They are accepted at all properties and require a Reasonable Accommodation Request for which verification may be requested.

## **STUDENTS**

Student restrictions at some properties prohibit all household members from being full-time students. Applicant households for properties with student restrictions, where all members, including children, are full-time students for five or more months in a calendar year (including months preceding move in) must meet one of the following exceptions:

- Married and filing a joint federal tax return with spouse
- Single parent with a minor child and neither are dependents of a third party

- Receiving benefits under Title IV of the Social Security Act (e.g., TANF)
- Enrolled in a job training program funded by State or Local government
- Previously under the care of a state foster care system.

Please see rental listing and property information for student restrictions.

### OCCUPANCY STANDARDS

Most CHH apartments have occupancy standards; if unit occupancy drops below the minimum or exceeds the maximum, households may be required to vacate.

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Studio       | 1 bedroom    | 2 bedroom    | 3 bedroom    |
| 1 – 2 people | 1 – 3 people | 2 – 5 people | 3 – 7 people |

### Fees and Deposits

**Screening fee** is non-refundable and payable by money order, cashier's check, or Visa / MasterCard; no cash or personal checks accepted. **\$52.00 for each adult applicant**, 18 or older. Applicants of HUD subsidized properties do not pay a screening fee.

**Security Deposit** is payable by money order or cashier's check; no cash or personal checks accepted and is due at lease signing. Applicants may make payment arrangements over a six-month period, with the first installment due at lease signing.

Security Deposit amounts are set by the apartment size and are as follows:

|        |           |           |           |
|--------|-----------|-----------|-----------|
| Studio | 1 bedroom | 2 bedroom | 3 bedroom |
| \$300  | \$375     | \$450     | \$525     |

**Move-in rent** due at time of move in, payable by money order or cashier's check; no cash or personal checks accepted.

### APPEALS PROCESS

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. **Any appeal must be submitted in writing within fourteen days** of the date of the denial letter. The request must include a letter from you that states the reason(s) for the appeal and new supporting documentation from an independent third party. This information must be verifiable by CHH staff. Appeal packages must be sent to Capitol Hill Housing in C/O director of Compliance, 1620 12<sup>th</sup> Ave Suite 205, Seattle WA 98122, who will seek to provide a written decision within two weeks. Apartments are not held during the appeals process.

### SCREENING SERVICES

All household members 18 years old and older will be subject to a background investigation conducted by MOCO Inc. We will obtain credit reports, court records (civil and criminal), and employment and rental references as needed to verify all information put forth on the application for housing.

In the event of Adverse Action (denial of tenancy) you have the right to a FREE copy of the background check we reviewed and processed by Moco-inc.. You also have the right to dispute the accuracy of any information therein.

**A copy of your background check can be obtained either by an in-person request at Capitol Hill Housing, 1620 12th Avenue Suite 205, Seattle, WA 98122 or by contacting Moco Inc., at PO Box 2826, Seattle, WA 981111 or (206) 505-8213 or [www.moco-inc.com/contact\\_us.asp](http://www.moco-inc.com/contact_us.asp).**

Please note that an in-person request requires a valid photo ID and can only be given directly to the applicant.

### NONDISCRIMINATION

CHH follows all local, state, and federal fair housing laws. Seattle protected classes include: Age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, Section 8 voucher holders, and use of a service animal.

*By signing below, the undersigned applicant(s) acknowledge having read and understood Capitol Hill Housing's Eligibility and Screening Criteria:*

|                        |                     |       |
|------------------------|---------------------|-------|
| _____                  | _____               | _____ |
| Applicant Printed Name | Applicant Signature | Date  |

|                        |                     |       |
|------------------------|---------------------|-------|
| _____                  | _____               | _____ |
| Applicant Printed Name | Applicant Signature | Date  |

|                        |                     |       |
|------------------------|---------------------|-------|
| _____                  | _____               | _____ |
| Applicant Printed Name | Applicant Signature | Date  |

|                        |                     |       |
|------------------------|---------------------|-------|
| _____                  | _____               | _____ |
| Applicant Printed Name | Applicant Signature | Date  |

|                                |           |       |
|--------------------------------|-----------|-------|
| _____                          | _____     | _____ |
| Resident Manager/Leasing Agent | Signature | Date  |