



## NOTICE FOR TENANT SCREENING PROCESS AND CRITERIA

Before tenancy can be approved, all applicants must go through a tenant screening process. You will be required to fill out and sign a rental application to be considered for tenancy. The application will be reviewed for completeness and the information included on the application will be used to generate a **consumer report**. The consumer report may contain any or all of the following information:

- Scored credit report
- Address history
- Criminal history search
- Sex offender registries search
- Eviction history search
- Verification of current and/or previous rental history
- Verification of driver's license status
- Verification of Social Security number

The consumer report will be reviewed by the landlord prior to approval of tenancy. If the consumer report includes any of the following information the application for tenancy will be denied:

- Rental Collections of any amount
- Current "open" bankruptcy case
- Any currently pending criminal charges
- Any felony or misdemeanor convictions within time frames stated in CHH Rental Policies and Procedures
- Registered sex offenders or conviction of any sex crime
- Eviction within the last two years
- Negative rental history such as current legal notice, excessive noise complaints, outstanding debts, more than 2 legal notices in the last 12 months, extensive damages, or anything that would cause the landlord to not re-rent. Mortgage history with more than 2 late payments in the last 12 months will also be denied.
- Falsification of information provided on rental application

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) 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 12<sup>th</sup> 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.