

**Notice to Applicants for Tenancy  
Resident Acceptance Policies/Criteria and Consumer Reports**

**Does Landlord/Property Management Company accept Portable Tenant Screening Report? :**

Yes or  No

In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that an investigation involving the statements made on your rental application for tenancy will be initiated. You authorize the Landlord/Manager to obtain credit reports, court records (civil, criminal, arrest), character reports, employment, bank and rental references as needed to verify all information and names put forth on the rental application.

The company(s) below may be requested to provide information about your history and takes no part in making the decision to accept or reject your rental application. They are unable to supply you with specific reasons why the decision was made. You have a right under the Fair Credit Reporting Act to know the information contained in your credit /consumer file at the consumer-reporting agency. You have a right to a free copy of your report from the reporting agency, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

- **Credit Information:** TransUnion Consumer Relations, 2 Baldwin Place, PO Box 1000, Chester, PA 19022. Phone: 800-888-4213 or TransUnion Consumer Relations, PO Box 390, Springfield, PA 19064. [www.transunion.com/myoptions](http://www.transunion.com/myoptions)
- **Nationwide Criminal/Sex Offenders/Evictions:** TransUnion Vantage Data, 5889 S. Greenwood Plaza Blvd, #201, Greenwood Village, CO 80111 (800)-568-5665
- **LexisNexis Screening Solutions,** PO Box 105108, Atlanta, GA 30348 1-800-845-6004 (Score Recipients Only)

PLEASE READ BEFORE APPLYING. YOU MAY BE DECLINED BASED ON THE FOLLOWING CRITERIA:

- Omit or report false information on the rental application
- Current illegal or controlled substance abuser
- Registered Sex Offender
- Possess no state issued identification (Driver's License, Passport or ID). Photo identification required.
- High Debt to Income ratio (generally 35% - Income should exceed 3 times rent)
- Unverifiable or insufficient income or too much debt.
- Unpaid utility bills or collections totaling \$1000 or more (excluding medical)
- Insufficient or adverse rental history. Eviction or unlawful detainer in last 5 years.
- Currently in bankruptcy or a recent bankruptcy in last one years.
- No Pets (If pets are allowed, size, quantity and type addressed in a Pet Addendum)
- No Smoking on premises (inside or outside unit)
- No subleasing, including roommates. You, and each adult, must apply.
- Number of occupants (It's against Washington State law to discriminate based on family status. Nothing in HUD guidelines should be interpreted to invalidate this)

You are encouraged to apply; however, you are not required to if you feel you may be declined based on the above criteria. A non-refundable fee (specified on the application) will be assessed to process the application. Fees go towards reporting agency reports, long distance phone charges; time spent calling past and present landlords, employers and other references. Prospective residents will be notified as soon as possible regarding their application approval or denial. Questions regarding the application process can be addressed to owner, resident manager or agent for the property. Thank you for your time and consideration.

WLA recommends that you consult an attorney prior to selection and use of this form. WLA does not represent or guarantee your selection or execution of this form as appropriate for all circumstances. For WLA member use only. No representation is made as to the sufficiency or tax consequences of this form. Rev 4/19