



APPLICATION INFORMATION

Thank you for requesting an application!

We are Rent Positive Property Management and we work with Columbia Property Services as our exclusive real estate marketing partner. Columbia Property Services syndicates its advertising through many different real estate and rental websites, such as, Realtor.com and Zillow.com.

APPLICATION

Our web address is <http://rentpositive.com>, and is the online address for accessing Rent Positive's rental applications and property management services.

- Step 1 Navigate to <http://rentpositive.com>
- Step 2 In the top right corner of the page, under the "Tenants" tab, select "Application Process"
- Step 3 Within the "Application Process" menu, go to Step 3 in red letters and select, "Fill out the digital application to get started"
- Step 4 Fill out the digital application and pay the application fee by selecting the "Save and enter payment" button at the end of the application.
- Step 5 Once your application is complete and the fee is paid, we will contact you.

Please note that our website is being updated and our rental properties are not viewable there at this time. You should, however, be able to still view the property via the syndicate site where you found the rental property. We apologize for any inconvenience.

APPLICANT CRITERIA

Rent Positive considers an application complete when it has received all of the items below for all applicants/occupants over the age of 18 years or older and guarantor, if any:

1. **Rental Application.** All applicants, as described above, must complete the on-line application and pay the application fee. Access to the on-line application is described in detail above. The application contains the link for payment of the application fee.
2. **Photo Identification.** Acceptable forms of photo identification include: valid state identification card or driver's license; current passport.
3. **Proof of Income.** Applicants are required to prove monthly income of at least three times the monthly rent. Rent Positive requires guarantors to prove income of at least five times the monthly rent.
4. **Confirmation of Terms and Agreement.** When we contact you following receipt of your complete application, as described above, we will contact you regarding specific terms. You must agree to the terms described in writing. This may include email communications.
5. **Rental Properties Located within Seattle or Burien City Limits.** Please see the additional information regarding criteria for rentals in the cities of Seattle or Burien listed below.

SCREENING SEATTLE APPLICANTS

If the property you are applying for is in the city of Seattle, you hereby agree that you have received, printed and read the Seattle Landlord Tenant Laws Information for Tenant Handout located at:

https://www.seattle.gov/dpd/cs/groups/pan/@pan/documents/web_informational/dpdd016420.pdf

Please be sure to read and follow criteria for consideration of a complete application. Your data is submitted in real-time. Only completed applications will be further processed in the order received.

Groups of more than one applicant will not be considered complete until the applications from all members of the group are received.

Each applicant of legal age must submit an individual rental application. Please note that, while equivalent applications are processed in the order received, other factors such as the requested date of the commencement of tenancy, or an applicant offering a higher rent amount may result in priority of another application.

A fully completed application includes filling out the online application form via <https://rentpositive.managebuilding.com/Resident/apps/rentalapp/>, paying the tenant screening fee, complete landlord references, mortgage payment verification, employment verification, and/or pet references as indicated in the application form have been received.

Applications are not accepted unless all applicants have viewed the property. For applicants outside the area, one member of the group of residents or another individual identified by the applicant must visit the property in person and use Skype, FaceTime, or another interactive "real time" method of taking a virtual tour of the property on behalf of those not present in person. Failure to arrive on time for the showing appointment, or to provide advance notice of the intent to reschedule, may result in denial of the application.

For rental properties in Seattle, effective February 19, 2018, landlords can no longer restrict tenancy based on past criminal or arrest records. Criminal records will not be included in screening reports.

In addition, for rental properties in Seattle, landlords are prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020.

There is a non-refundable application fee of \$35 per applicant.

Rental History:

24-months valid, verifiable favorable rental history.

Valid rental history is a written lease or month-to-month agreement. If rental history is less than 24 months, an increased deposit or cosigner may be requested. One or more late payments, NSF checks and/or noise complaints within 24 months may result in denial. If past or present landlord(s) do not respond to requests for information within 48 hours of being contacted, that may result in denial due to unavailability of verifiable favorable rental history. Final recommendation will also be dependent on income, credit and employment history.

Credit History:

All open accounts in good standing for 2 years. Derogatory credit history may result in denial. Insufficient or lack of credit may also result in denial. Final recommendation will also be dependent on income, rental and employment history.

Employment:

Unverifiable current employment may result in denial. Final recommendation will also be dependent on income, rental and credit history.

Income:

Monthly verifiable income must be equal to at least 3 times the monthly rental amount, determined in accordance with Section 14.08.40 F. of the Seattle Municipal Code. If income is less than 3 times the rental amount it may require a qualified cosigner or result in denial. Final recommendation will also be dependent on rental, credit and employment history. Acceptable documentation for verifiable income varies based on the income source. Generally accepted documentation may include 2 consecutive (recent) paystubs, most recent tax returns, W2, Leaves Earnings Statement (LES), Statement of Social Security Benefits, I20 (International Students), etc.

Section 8 Application Criteria:

All Section 8 applicants are required to meet the same criteria as stated above, with the exception that the applicant only needs to meet income requirements for their portion of the rent. Recommendations will be made following the above set standards.

Co-Signer Qualification Criteria:

Co-signers must prove income earning five times the monthly rent.

Photo ID:

Valid government issued photo identification will be required of all applicants.

Grounds for Denial Will Result from the Following on All Applicants:

Verified unpaid eviction showing on credit report or confirmed with landlord. Unpaid rental collection verified on credit report. Balance owing to landlord. One or more late payments and/or NSF checks and/or noise complaints within a 24-month rental period (current and/or previous). Unverifiable social security number.

Falsification of rental application. Breaking lease agreement that will result in collection filing. History of criminal activity on the part of any proposed occupant that presents a danger to persons or property, or the peace and enjoyment of other residents or members

of the community could negatively impact your application. When evaluating any past criminal behavior, the nature and severity of the crime, is considered. If you have any mitigating factors you wish to consider, please provide additional information. Note that the following may result in denial: – Reasonable likelihood that a past history of abuse of alcohol may or will interfere with the health, safety or right of peaceful enjoyment by other members of the community.– Reasonable likelihood that a past history of use of illegal drugs (or unauthorized use of legal drugs) may or will interfere with the health, safety or right of peaceful enjoyment by other members of the community. – Reasonable likelihood that a past history of applicant or those acting under his or her control will interfere with the health, safety or right of peaceful enjoyment by neighbors or other members of the community. Any criminal conviction which results in a registered sex offender requirement and/or any current sex offender registry requirement.

Please be advised: Under the City of Seattle Ordinance 125222, Tenant may be allowed to pay the security deposit, pet deposit, move-in fees and last month's rent in installments. The payment plan must be structured as follows, unless otherwise agreed to by Landlord and Tenant: six consecutive and equal payments for leases that are six months or longer; or four consecutive and equal payments for leases between 30 days and six months.

Consider this statement as notification that we do not accept a comprehensive reusable tenant screening report, as defined by RCW 59.18.257.

After the application has been completed, please make sure to contact the Leasing Specialist to alert them of your application. Need technical support? Contact RentPositive directly (206) 250-8983 or email, Adam@RentaPositive.com.

On Completion of Application

Once the Leasing Specialist has reviewed the application it will be processed forward to the screening company TransUnion's SmartMove. You will receive an email from "donotreply@buildium.com" -- example below:-

Remember to tell applicants to watch out for the email. It will come to their inbox from a donotreply email address, and will look as follows:



Hi Bts,

You recently submitted an application for D F G West Lane
Cheraw, SC 29520.

As part of the application process, you are required to complete a
secure TransUnion SmartMove™ credit and background check.
Don't worry, it won't affect your credit score!

If you have questions, please contact TransUnion's SmartMove
Customer Service at (866) 775-0961.

GET STARTED

Thank you,

The Buildium Team

Click on the get started button and follow the prompts. Once this is done, the screening report will be generated and returned to us at RentPositive.com.

Based on the information on the report and the application, we provide the landlord with a rental recommendation and follow their instructions.

Please feel free to contact your Leasing Specialist with any questions you may have.