



RENTAL/LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY CHUCKANUT PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An application with missing or false information will not be considered.**

APPLICANTS

- ✧ Applicants must view the interior of the property before submitting their application.
- ✧ Each person 18 years of age or older must complete and sign an application.
- ✧ All persons who fill out a Rental Application are required to pay a **\$40.00 non-refundable application fee per person.**
- ✧ **If you are a student we will require a co-signer.**
- ✧ In any case, if a co-signer is required, you will be charged an additional \$15.00 for the co-signer's credit check. **Credit score of +700 or above required for co-signers.**

APPLICATION CRITERIA

CREDIT

- ✧ Chuckanut Property Management will obtain a credit report for each applicant 18 years of age or older. Reports supplied by applicants will not be accepted. We will also run a criminal background check.
- ✧ Discharged bankruptcies are acceptable.
- ✧ Applicants with less desirable credit may require a co-signer and/or larger Deposit.
- ✧ **Applicants owing money to a property landlord or property management company will not be accepted.**

INCOME

- ✧ Applicant's gross monthly income (collectively of roommates) must be at least three times the amount of the monthly rent. We must also be able to verify that you have been with your current employer for at least one year.
- ✧ Self-employed applicants must provide two years tax returns and 3 months bank statements.
- ✧ If you are relying on income from other sources, such as Social Security, Welfare or Child Support, please provide documentation to verify this income.
- ✧ All forms of income must be verifiable.
- ✧ Applicants with insufficient income may require a co-signer and/or larger Deposit.

RENTAL REFERENCES

- ✧ Current and previous Landlords will be contacted to verify timely rent payments and the condition of the property.
- ✧ If you don't have rental references, or if you have negative references, we may require a co-signer and/or larger Deposit.
- ✧ If your references show money owing to property landlord or property management company your application will not be accepted.

IF YOUR APPLICATION IS DENIED

- ✧The following two situations will automatically deny your application: 1) You owe money to a current or previous landlord (If money is owing, a payment plan must exist), or 2) You are currently in the process of a bankruptcy.
- ✧Your application may be denied because of lack of income, poor or insufficient credit report, missing information on application, or negative references reported from employers or rental references. When a credit report is used in making the decision to deny an application, Section 615(a) of the Fair Credit Reporting Act requires us to tell you where we obtained that report. The reporting agency that supplied the report is:

ORCA Information, Inc, PO Box 277, Anacortes, WA 98221, Phone: 1-360-588-1633

IDENTIFICATION

- ✧Photo ID must be provided at the time the application is submitted.

MOVE-IN

- ✧**Deposit is collected within 24 hours of approval.**
- ✧Leases are by appointment only, Monday thru Friday, between 10:00 A.M. and 4:00 P.M., Saturday by appointment only. Full Security Deposit and 1st month's rent required for move in.
- ✧All utility and garbage accounts, where applicable, must be transferred into the residents' name as of the date of possession.