



ARDENWOOD STATION CRITERIA FOR RESIDENCY

GENERAL REQUIREMENTS

- Applicants must be 18 years or older, unless deemed to be an adult under applicable laws with respect to the execution of contract. All applicants will complete a separate application, submit income docs, photocopy of ID, and pay screening fee. Incomplete, inaccurate, or falsified information will be grounds for denial of the application. The application shall not be deemed complete until all the above documents and fees are delivered to the office. No apartment will be held for incomplete applications.
- Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction can result.
- Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.
- All applicants must provide us with photo identification, but not limited to, state ID cards, passports, military cards, etc.
- A Social Security number, an ITIN number or proof of legal US residency, even temp permission must be provided for all applicants.
- Denial of at least one applicant in the party, will result in full denial for all roommates for a period of 6 months before they can submit a new application.
- Applications are processed in the order that they are received and only one applicant or applications will be accepted at one time. If approved, the applicant has within 48 hours to pay deposit to hold for the apartment. If not, Ardenwood Station reserves the right to move to the next application in line.
- Upon move in the tenant is required to provide proof of renter's insurance prior to picking up keys, and it must list the Landlord as "additional interested party" or "additional insured". It shall be maintained for the duration of the tenancy.
- Smoking or vaping is not allowed inside any Ardenwood Station Apartment. Smoking outside is allowed in limited spaces and is subject to state and local regulations.
- Pets are not allowed on-site without express written consent by Ardenwood Station and additional required documentation. We do not allow visiting pets unless all fees, deposits and addendum are signed. We have weight and breed restrictions. We do not allow exotic animals such as snakes, spiders, etc.
- Ardenwood Station provides equal housing opportunities: We do not discriminate based on source of income, race, color, religion, sex, handicap, national origin, nationality, marital status, familial status, ancestry, sexual orientation, and all other protected classes, as required by federal, state, and local law. Pursuant to Washington law "Source of Income" includes benefits or subsidy programs including housing assistance, emergency rental assistance, veteran's benefits, social security, supplemental security income or other retirement programs, and other programs administered by any federal, state, local or nonprofit entity.

INCOME REQUIREMENTS

- Monthly gross income should be at least 2½ times the stated monthly rent (your portion in the case of subsidized housing) and from a verifiable, legal source or increased security deposit may be required. Gross monthly income can be combined with all current applicants at the 2 ½ times the current monthly stated rent.
- Income documents, but not limited to; current pay stubs, letter of hire, retirement documents, child support, social security income or bank statements showing deposit history will be required with at least 3 months' worth of deposits.
- Co-Signers will need income of at least 4 times the monthly stated rental price or have 7 times the 2 ½ rent amount in bank account. They must also meet all other qualifying criteria identified with our screening criteria.

RENTAL REQUIREMENTS

- Positive rental history from a third-party landlord or home ownership will be verified (payments for 24 months) or increased security deposit may be required.
- First time renters or no verifiable third-party landlord rental history will be subject to an additional security deposit or co-signer. Family members or friends do not count as third-party rental history.
- Active-duty military who were housed overseas do not need to provide 2 years of rental or mortgage history as long as they have no negative rental or mortgage items and provide proof of active-duty status.
- Two or more late payments, non-payment of rent notices or dishonored checks within one year may require an increased security deposit or denial. Reported negative rental history or complaints may result in denial or additional security deposit.
- Eviction free history for the last seven years required.
- Rental history reflecting unpaid damages and/or past due rent (not during COVID-19 state regulations) must be paid in full. Unpaid and or past due amounts will result in a suspension/denial of the application. No unit will be held awaiting resolution of pending payments.

CREDIT REQUIREMENTS

- A credit report will be completed on all applicants to verify credit ratings. We do not accept Comprehensive Reusable Tenant Screening Reports. Income: verified credit history and verified rental history will all be used to determine rental eligibility and security deposit levels by all applicants combined. Unfavorable accounts that negatively influence applications can include, but not limited to; utility collections, repossessions, liens, judgment & wage garnishment programs (not medical related); outstanding property debt (not during COVID-19 state regulations) and bankruptcies within 7 years will result in an automatic denial of the applications or additional deposits will be required.
- Credit reports and scores will be from one of the three credit bureaus (TransUnion, Equifax, or Experian). The choice will be the sole discretion of Vista View and their chosen screening company. Vista View is currently receiving reports from Western Reporting. If your application is denied you have the right to a free copy of the consumer report.

CRIMINAL CONVICTION CRITERIA

- A conviction, guilty plea, or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any type of misdemeanor of assault, intimidation, property damage, weapons charges, sex-related, drug-related, theft, burglary, prostitution, vandalism, criminal trespass I or dishonesty shall be grounds for denial.
- Pending criminal charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. No unit will be held awaiting resolution of pending charges.
- Please note that registry on a sex offender list and felony convictions of crimes related to manufacturing/delivering a controlled substance, sex offenses, person to person related offenses, and certain violent offenses will result in immediate denial of application regardless of the disposition date. **An infraction or violation, e.g., fishing without a license, DUI, speeding, etc. will not be grounds for denial**
- If an applicant has a conviction that would immediately disqualify them, the applicant may submit additional information to Ardenwood Station for an individualized assessment of their record. Examples of mitigating factors could be age at the time of crime, circumstances surrounding the incident, additional personal references from community leaders, tenant history after the crime and time passed since the offense. Notwithstanding the foregoing, a conviction for the illegal manufacture or distribution of a controlled substance, violent offenses, or registration as a sex offender may not require Ardenwood Station to review mitigating factors.