



Standard Criteria for Tenant Selection

I allow Prime Metropolis Properties, Inc. to make the rental decision for the property at _____ based on the standard criteria as follows:

- No prior evictions.
- No notices of lease defaults (3-day notice to pay, 14-day notice to pay, 10-day notice to comply) within the past two years from a previous landlord, unless the notice was rescinded and a letter verifying the rescission is supplied from that landlord. No deposit money withheld by a landlord within the past two years for property damage.
- No bankruptcy in the past 3 years.
- Two months of recent paystubs or other proof of income, and three months of bank statements.
- Sufficient Income. Monthly income is 3 times the total monthly charges (rent + other monthly charges.)
- Proof of the same source of income or employment for a minimum of 12 months.
- 4 months reserve [(rent + other monthly charges) x 4]: Checking and savings account balances are counted as 100%, brokerage or qualified retirement accounts are counted as 50% of the total value and qualified health saving accounts are excluded.
- Resides at current address for a minimum of 10 months.
- Credit report to show at least 3 credit references (ie. credit card, bank loans, etc.)
- Minimum credit score must be at least 640.
- No negative remarks on credit history (ie. Non-sufficient fund payments, collections, large debts, etc.)
- No excessive financial obligations (More than 50% monthly debt to income ratio is



PRIME METROPOLIS PROPERTIES INC.

considered excessive financial obligations.)

- Criminal records screenings are conducted on an individualized basis. (Seattle is excluded; however, the only criminal conviction still allowed to be considered as a reason for denial in Seattle are sexual offense convictions which occurred when the perpetrator was an adult, and which require that individual to register as a sex offender for life on a local, state, or national registry.)
- Fill out the application completely and truthfully.
- Able to pay full rent and deposit requested.
- Pet rent and/or pet deposit may apply.
- Security deposit – One month’s rent or as listed.
- Non–refundable move-in & move-out fee of \$200 (if applicable.)
- Ability to obtain renter’s insurance.
- In the City of Seattle, screening is decided on a “First-in Time.”

Applicants are considered in line once ALL required documents are submitted. If the first approved applicant does not respond, or accept the terms and the holding fee is not received within 48 hours, the landlord will move to the next applicant who submitted the complete application. Groups of more than one applicant will not be considered until the complete application packages from all members of the group are submitted.

Equal Housing Opportunity

The criteria are CONSISTENTLY followed in each and every situating to avoid a possible Fair Housing discrimination suit. You cannot discriminate based on race, color, religion, sex, national origin, disability and/ or service animal, parental status, marital status, sexual orientation, Section 8 (housing subsidy), ancestry, retaliation, gender identity and political ideology. For more information on Fair Housing, call (800) 347-3739 in California and (253) 274-9523 in Washington.

Owner(s) (Sign and Date)
