



**NORTH PACIFIC**  
PROPERTIES

**NPP PROPERTY  
MANAGEMENT**

## CRITERIA FOR TENANT SELECTION

Tenant screening is one of the most crucial aspects of property management. Obtaining income, credit, rental history and other information is the most important element in determining whether or not an applicant may be an ideal tenant. Below is a detailed outline of the screening criteria North Pacific Properties requires to approve an applicant for tenancy:

APPLICATIONS ARE CONSIDERED COMPLETE WHEN ALL OF THE BELOW CRITERIA OR SPECIFIED DOCUMENTS HAVE BEEN SUBMITTED TO THE PROPERTY MANAGER.

### Applying To Rent A Property Includes The Following Criteria:

- In-person viewing or a virtual tour of the rental property
- Applicant arrives on time for showing appointment
- Positive picture ID (State or Government issued, excluding military IDs)
- Completed application for every occupant 18 years and older
- A \$43 non-refundable application fee paid for each applicant 18 years and older
- Applicant(s) able to pay the required deposit(s) and rent at the time of approval
- Applications are processed in the order received in the City of Seattle. Applications for each occupant must be completed before the full group can be considered.

### Income & Employment Requirements:

- Proof of verifiable employment and/or verifiable source of income
- Adequate gross income-to-rent ratio; 3 to 1 (rent should not exceed 33% of your income), unless otherwise specified in the marketing advertisement
- No excessive debt which may impact applicant(s) ability to pay rent

### Income For W2 Employees Can Be Verified By The Following Ways:

- 2 most recent pay stubs
- Fully executed job offer letter/contract
- Employee Reference contact and phone

### Income For Self Employed Individuals Can Be Verified By Providing The Following:

- 3 months of bank statements
- Signed tax returns for the last 2 years to show predictable income (W2, 1099 or first 3 pages of 1040 form)



### **Proof of Alternative Source of Income:**

- Other verifiable sources of income which include but are not limited to housing or rental assistance programs, social security, veterans' benefits, retirement or other supplemental income and other programs administered by federal, state, local or non-profit organizations.

### **Credit History:**

- Good credit history free of negative credit issues which may indicate an applicant is high-risk and/or indicates a pattern of payment delinquency assistance programs, social security, veterans' benefits, retirement or other supplemental income and other programs administered by federal, state, local or non-profit organizations.
- Applicants with credit scores beneath 700 may be denied. North Pacific Properties seeks tenants with mid to upper 700 credit scores.
- North Pacific Properties does not accept portable screening reports.

### **Public Records & Rental History Information Required May Include:**

Each applicant must be able to demonstrate a pattern of meeting their rental or mortgage obligations, leaving prior properties in good condition and not having a pattern of documented legal or lease violations. Applicant able to provide references from previous housing providers(s) for a period of the past 3 years.

- If applicant has prior rental experience, good references from prior landlord(s)
- No documented comply or vacate notices or late payments.
- No prior evictions on applicant(s) record
- We complete an individualized assessment of registered sex offenders who committed the crime requiring them to register as an adult.
- Outside of the City of Seattle – An individualized assessment of criminal history will be conducted.

### **Animals on the Property:**

- If permitted at the specified property, pet(s) must meet all advertised criteria and a positive verifiable written reference from a previous landlord(s), or other qualified party is required. A photo of the pet(s) must be included with the rental application submission.
- Approved pets may require additional deposits.
- Service or Emotional Support Animals (ESA) require written documentation of the specified animal's status as a Service Animal or ESA to be provided with your application.
- Animals are not allowed on the premise until a Pet Addendum or Assistance Animal Addendum is completed.
- All pets must be properly licensed if required by city or county law and a record of current immunizations may be requested.
- Lease documentation or addenda must be acknowledged by the tenant prior to the animal's occupancy.



**The following may result in immediate denial of an application:**

- False, incorrect or misleading information.
- Threatening or abusive behavior towards a North Pacific Properties employee, agent or contractor.
- Additional required documentation required for screening has not been submitted within 72 hours.

**If you require meaningful access or reasonable accommodation, please notify the assigned Property Manager.**

**Lease Acceptance**

Upon notification of application approval, an online lease will be sent via the AppFolio Resident Portal

- Once the lease has been sent, a 48-hour period is provided for review and eSignature\*\*
- First Full Month's Rent is due at the time of signing and can be paid via the AppFolio Resident Portal or other form of payment arranged with Property Manager.
- Completed Lease Documents are automatically available for viewing via the AppFolio Resident Portal.

**\*\*If you require meaningful access or reasonable accommodation, please notify the assigned Property Manager.**

**Move-in**

Your assigned Property Manager will provide you with move-in instructions and schedule your move-in walkthrough. Please be prepared for the following at your move-in walkthrough.

- Security Deposit, First Month's Rent and additional prepayments or deposits should be paid via the Online Resident Portal or other form of payment arranged with Property Manager.
- Renter's Insurance Information should be uploaded to the Online Resident Portal or copies provided to the Property Manager.
- Complete, review and sign a Property Condition Report which documents the current condition of the property on move-in day. The Property Condition Report will be shared with you through your Online Resident Portal and accessible throughout your tenancy.
- Complete and sign a Utility Transfer Worksheet acknowledging the establishment of accounts paid for by resident (if applicable).
- Complete and sign a Key addendum acknowledging the receipt of keys, garage openers and other devices.

