



**Preferred Northwest
PROPERTY MANAGEMENT**

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~Screening Guidelines~

All Applicants are urged to review the screening guidelines to determine if requirements can be met.

Application Process

1. We offer Screening Guidelines and Rental Applications to all that inquire.
2. A complete application is required for each applicant over age 18 who would occupy the premises as well as co-signers.
3. An application screening charge of \$35.00 per applicant/co-signer is required upon application submission. This charge is non-refundable and must be paid in cash or money order only.
4. In order to verify income, rental history, and personal references we will obtain a credit report, criminal records and public records request. We will also check with prior landlords. It may take up to 2-3 days in order to verify the information on the application.
5. Applicants must view the inside of the property prior to submission.
6. Applications are processed in the order in which they are received.
7. Applicant must be able to enter into a legally binding contract.

Identification

1. Each Applicant must provide photo Identification with completed application.
2. Prior Rental History
3. Rental history of 3 years must be verified from unbiased/unrelated sources.
4. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
5. Exceptions may be made for applicants with qualified co-signers.
6. Prior evictions may result in denial.
7. If previous landlord gives negative reference or fails to give a reference application applicant
 - a. may be denied.
8. Three (3) or more 72 hour notices within a one year period may result in a denial.
9. Three (3) or more NSF (returned) checks within a one year period may result in a denial.
10. Rental history demonstrating a disruptive complaint or negative may result in a denial.
11. No payment of rent in past 2 years may result in denial.

Income Requirements

1. If your property is covered under subsidized housing rules, you must income and/or age qualify.
2. Total income shall be at least 2 times the monthly rent.
3. Income must be verifiable through pay stubs, employer contact, current tax records, assistance checks, and/or financial aid statements.

4. If applicant does not earn enough income to reside in the property then a co-signor will be required.
5. Your application will be denied if we are unable to determine you earn a legal source of income.

Credit/Criminal/Public Records Check

1. Negative reports may result in denial of application.
2. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
3. The following may result in application denial:
 1. a) A conviction, guilty plea, or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes/ and or child sex crimes, extensive property damage, or drug related offenses (sale, manufacture, delivery, possession with intent to sell) A/ Felony burglary or class A/ Felony robbery or;
 2. b) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or pa-role have occurred within the last seven years for any; felony charges or;
 3. c) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or pa-role have occurred within the last seven years for; any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, de-livery or possession), property damage or weapons charges; or
 4. d) A conviction, guilty plea, or no-contest plea, where the date of disposition, release or pa-role have occurred within the last three years for; any class B or C misdemeanor in any of the above categories or any misdemeanors in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution shall be grounds for denial of the rental application.
5. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, if the desired unit is available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

Reasonable Accommodation

1. If you have a disability and need special features or a modification of PNPM rules, policies or procedures, you may request a Reasonable Accommodation form from the office.

Our Policies

1. Unless otherwise indicated, all of our units rent on a month-to-month basis.
2. When you have been notified your application has been approved, you have 24 hours to bring in the security deposit and complete a Deposit To Hold form to reserve the unit.
3. All units are non-smoking units.
4. You must check the pet policy for each unit. Aid animals are accepted with a completed Reasonable Accommodation form with written verification from an acceptable individual.
5. The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered.
6. If you owe another landlord money, we will require confirmation of payment prior to acceptance of your application.