

Thank you for applying at La Madera Apartments

28620 Pacific Hwy S.
Federal Way, WA 98003
Ph: (253) 839-8800
Fax: (253) 839-0289

When returning your application, please bring the following:

- Government issued picture identification for all household members 18 and older
- Birth certificates for all household members 17 and under
- Social security cards for all household members, if applicable
- \$42 money order for application fee for all household members 18 and older (Pay to: La Madera)
- \$200 money order for reservation fee (Pay to: La Madera)
- Proof of all household income (i.e. current paystub, award letter, tax return (if self-employed only).
- Every household member 18 and older must be present when turning in applications/ reserving the apartment

Please make sure application is **completely filled out**. Any unanswered questions will cause denial of application(s). If the question does not apply, please write N/A.

Please make sure that you review the attached criteria. Any falsification of your application will result in denial and the forfeiture of your reservation fee!
Any cancellation to your application will result in forfeiture of reservation fee.

You have agreed to rent apartment # _____ for a move-in date of _____. I understand that the deposit and full rent or rent pro-rate will be due on move-in. I agree that failure to move-in on date above will result in denial of application, forfeiture of deposit and the apartment will be rented to another household.

By signing below I understand and agree to the terms listed above.

Signature

Date

RENTAL CRITERIA FOR RESIDENCY

Thank you for your interest in applying at one of our apartment communities. Cascade Management, Inc. (CMI) is committed to Fair Housing and follows the laws of Equal Opportunity Housing, the Fair Housing Act, the Violence Against Women Act, the Rehabilitation Act and the Americans with Disabilities Act (ADA). All reasonable accommodation request should be sent to the property you are applying to Attn: La Madera.

If you would like to review the property selection policy please request a copy from the Community Manager.

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises used primarily for sleeping, with at least one window, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
2. Maximum occupancy is two (2) persons per bedroom plus one additional person. The minimum allowed occupancy is one (1) person per bedroom. Exceptions to this rule shall be made on a case by case basis on a standard of reasonableness.

GENERAL REQUIREMENTS

1. A complete and accurate application is required. Incomplete applications will be returned for completion.
2. Each applicant will be required to qualify individually and provide accurate photo identification.
3. Primary applicants must be able to enter a legal and binding contract.
4. Student Status eligibility requirements as per the program of the property.

INCOME REQUIREMENTS

A monthly household income should equal 2 times the stated monthly rent. (Does not apply to Section 8 applicants.) (Properties with PDC/PHB funding have an income to rent ratio of 1.5.)

1. All income and assets must be reported and must be verified.
2. Application will be denied if all income sources cannot be third party verified.
3. False or fraudulent statements will automatically lead to a denial of your application.
4. You must meet the income limit for the program/complex you are applying at.

RENTAL REQUIREMENTS

1. Twelve months of verifiable contractual rental history within the past 2 years from a third party landlord or home ownership is requested. If not provided, rental history demonstrating documented noise or disturbance complaints will be a cause for denial of your application.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.
3. Three years eviction free rental history will be required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.
4. Rental history reflecting any unpaid damages or past due rent >\$100 will be a cause for denial of your application.

CREDIT REQUIREMENTS

Credit will be reviewed. No rental history and/or negative credit will result in an increased deposit or co-signer.

1. Bankruptcy reported within 1 year from the date of application
2. Bankruptcy reported prior to 1 year from the date of application and negative information followed the bankruptcy
3. Involuntary repossession
4. More than 10 collections (not related to medical expenses)

RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well", Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this applicant.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes: drug-related crime; person

crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Supporting documentation may include:
 - (i) Letter from parole or probation office;
 - (ii) Letter from caseworker, therapist, counselor, etc.;
 - (iii) Certifications of treatments/rehab programs;
 - (iv) Letter from employer, teacher, etc.
 - (v) Certification of trainings completed;
 - (vi) Proof of employment; and
 - (vii) Statement of the applicant.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

APPLICATION PROCESS

1. Complete the application on the designated form.
2. You will be placed on the bedroom size waiting lists you qualify for. If requested, the manager will provide you with an

approximate timeframe for how long the waiting list is running.

3. Pay your non-refundable credit/screening fee of \$42.00 when appropriate.
4. Once your application is selected for processing, be prepared to wait 1-2 business days for the application screening process.
5. Once screening has been approved an execution deposit may be collected within two (2) business days after screen results are received. Failure to comply with this requirement will remove you from the application process.
6. Applicants will be required to pay a refundable security deposit. The amount of the security deposit is based on the specific property requirements.

WAITING LIST POLICY

Your application may be removed from the waiting list for the following reasons:

1. At your request.
2. You no longer qualify under the guidelines for the complex.
3. You have not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on three (3) or more occasions.
6. Your phone is no longer in service.
7. You were offered and accepted a unit within the complex (your name will be removed from all other waiting lists within that complex).
8. You are unable or unwilling to disclose information necessary to income qualify within three (3) business days of request made by management

Please Note: You will be notified in writing of your removal from the waiting list.

LIVE-IN CAREGIVER

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$12.00. A limited screening involving a credit report (for identification purposes only) and a criminal background check will be performed. The caregiver must meet requirements regarding criminal history or their application will be denied.

APPLICATION REJECTION POLICY

If your application is rejected due to negative and/or adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company. Upon receipt of the corrected information your application will be reevaluated for the next available unit.

Be Advised: Incomplete, inaccurate or falsified information will be grounds for denial. Any verifiable information provided to Landlord indicating that applicant's tenancy would constitute a direct threat to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others.

If your application has been denied and you feel you qualify as a resident under the criteria above, you may:

Submit a written explanation appealing your denial to: **Equal Housing Opportunity Manager, 13221 SW 68th Parkway Suite 310, Portland, OR 97223**

If the appeal is granted, you will be returned to the wait list as follows: appeal requests submitted within 3 business days of the denial will result in you being restored to your original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in you being restored at the bottom of the waitlist.

PROPERTY: _____

UNIT: _____

PRINT NAME: _____

I have received a copy of Cascade Management's Rental Criteria. I understand that all applications are screened by Pacific

Screening.

All applicants 18 years of age and head/co head must sign below.

(Applicant Signature)

Date

(Applicant Signature)

Date

(Applicant Signature)

Date

(Applicant Signature)

Date

(Applicant Signature)

Date

(Applicant Signature)

Date

La Madera Apartments

APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

Date received: _____ Time Received: _____

OFFICE USE ONLY				
OFFICE PHONE (253) 839-8800		COMMUNITY CONTACT Evany Gurrero		APT#
MOVE-IN DATE	RENT AMOUNT	LEASE TERM	CO-APPLICANT	
CO-SIGNER		SUBSIDIZED	EMPLOYEE	
APPLICANT INFORMATION				
LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE ()	WORK PHONE ()	EMAIL	
CURRENT ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ()	
LANDLORD EMAIL ADDRESS				
MONTHLY RENT \$	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ()	
LANDLORD EMAIL ADDRESS				
MONTHLY RENT \$	REASON FOR LEAVING			
OTHER OCCUPANTS				
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER				
LIST NAMES AND BIRTH DATES OF ALL DEPENDANTS 18 YEARS OR YOUNGER				

EMPLOYMENT & INCOME INFORMATION			
1. OCCUPATION	EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS	CITY	STATE	ZIP
SUPERVISOR NAME	SUPERVISOR PHONE ()	START DATE	END DATE
SUPERVISOR EMAIL			
2. OCCUPATION	EMPLOYER/COMPANY		MONTHLY SALARY \$
EMPLOYER ADDRESS	CITY	STATE	ZIP
SUPERVISOR NAME	SUPERVISOR PHONE ()	START DATE	END DATE
SUPERVISOR EMAIL			
1. OTHER INCOME DESCRIPTION			MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION			MONTHLY INCOME \$

PETS & LIQUID-FILLED FURNITURE			
PETS?	DESCRIBE		
LIQUID-FILLED FURN.?	DESCRIBE		
EMERGENCY CONTACT			
NAME	ADDRESS	PHONE ()	RELATIONSHIP
PERSONAL REFERENCES			
NAME	ADDRESS	PHONE ()	RELATIONSHIP
BACKGROUND INFORMATION			
HAVE YOU EVER:	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?	
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. ☐ Yes ☐ No		
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. ☐ Yes ☐ No		
Are you or do you plan to be a full-time student in the next twelve months? ☐ Yes ☐ No			
VEHICLE INFORMATION			
1. MAKE & MODEL		YEAR	LICENSE NO. & STATE
2. MAKE & MODEL		YEAR	LICENSE NO. & STATE
OTHER VEHICLES			
OTHER INFORMATION			
HOW DID YOU HEAR ABOUT THIS PROPERTY?			
PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION			
I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. I warrant that all statements above set forth are true. I hereby pay a holding fee of \$ 200.00 . If my residency is approved, or approved with conditions, and I sign an apartment rental agreement, this fee shall be credited to my first month's rent and/or security deposit. If my residency is approved. or approved with conditions and I do not sign an apartment rental agreement, then this fee shall be forfeited to the landlord as liquidated damages for hold the apartment. If my residency is not approved then this fee shall be returned to me. A \$40.00 fee will be charged for a check returned from applicant's bank for any reason. NON-REFUNDABLE APPLICATION FEE \$42.00 I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. As part of your rental application process, On-Site will create a rental report that accesses up to three types of information about you: 1) credit/financial records; 2) court records; and 3) personal references. Any negative, misleading, or unverifiable information may result in the denial of your application. In the event of a denial or other adverse action, you have a right to obtain a free copy of your rental report from On-Site, and to dispute the accuracy of any information appearing in it. You may contact On-Site Renter Relations by phone 1-877-222-0384; or mail at 2201 Lakeside Blvd., Richardson, TX 75082. For more information, visit www.renterrelations.com.			

(Signed/Applicant)

Date



La Madera Apartments

28620 Pacific Hwy S Federal Way, WA 98003

Ph: (253) 839-8800 Fax: (253) 839-0289

REQUEST FOR RENTAL HISTORY VERIFICATION

Landlord: _____

Fax: _____

Date: _____

Applicant Name: _____

The above applicant has applied for an apartment at our community and has listed you as a current/previous rental reference. Please verify the following:

Address Provided: _____

Move-In Date: _____ Move-Out Date: _____

Amount of Rent: \$ _____ Additions on Lease: _____

Agreement Type: (circle one) Lease or Month-To-Month Lease Expiration: _____

If lease has not been fulfilled, will applicant be released from obligation? _____

Has/Was Proper Notice Given? ☐ YES ☐ NO

Has the applicant been asked to vacate? ☐ YES ☐ NO If yes, why? _____

Any evidence of pest infestations? ☐ YES ☐ NO If yes, please explain: _____

Of Late Payments: _____ # Of NSF Checks: _____ # Of Noise Complaints: _____

Of 3-Day Notices: _____ # Of 10-Day Notices: _____ # Of 20-Day Notices: _____

Of Pets: _____ Pet Type/ Size: _____

Any Damage or Complaints: _____

Any outstanding balance? ☐ YES ☐ NO If yes, how much? _____ Reason: _____

Would you re-rent? ☐ YES ☐ NO

Verified By: _____ Title: _____

Phone # _____

PLEASE RETURN VIA FAX TO: (253) 839-0289

Authorization of release of information Applicant(s) hereby authorize an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records. Applicants acknowledge that false information omitted information herein may constitute in denial of application.

Applicant _____ Date: _____

Applicant _____ Date: _____