

ACORN PROPERTIES MANAGEMENT
32800 SR 20 Suite 2, Oak Harbor, WA. 98277 (360) 679-6149

RESIDENT ADMITTANCE POLICY

Purpose:

1. To provide a standardized guideline for admitting residents to properties managed by Acorn Properties Management.
2. To ensure that all applicants are treated fairly and equally.
3. To eliminate the possibility of discrimination in rental decisions.
4. To ensure that only responsible tenants, who will pay rent on time and maintain the rental property, are admitted to Acorn Property Management.

Scoring: Each applicant's screening report shall be reviewed for two types of adverse information.

Negatives and Terminals. If two or more NEGATIVE items are found in a report, with no extenuating circumstances, the applicant shall be rejected. If an (1) TERMINAL item is found, without extenuating circumstances, the applicant shall be rejected.

Negatives: The following items shall be considered negative items.

- A. Any credit account that has more than five 30-day late payments in the last three years.
- B. Any account that has more than one 60-day late payment in the last three years.
- C. Any credit account has one or more 90-day late payments in the last three years.
- D. Any credit account that is currently rated more than 30-days late.
- E. Any credit account which is rated as having gone to collections.
- F. Any collection, judgment, bankruptcy, repossession or lien.
- G. Any landlord references that include more than two late rent payments.
- H. Any instance of damage deposit which was not returned due to damage to the rental unit (beyond normal wear and tear).
- I. Any instance of improper or lack of Intent to vacant notice being given and/or lease being broken by the applicant.
- J. Any instance of unauthorized pets or persons occupying a unit rented to the applicant.
- K. Any employment situation which is temporary or seasonal in nature.
- L. Any bank reference which shows more than one NSF check in the previous 12 months.
- M. Any previous rental history less than 2 years.
- N. Any credit score below 650.

Terminals: The following items shall be considered terminal and are sufficient to decline the application.

- A. Any OPEN bankruptcy (a bankruptcy to which new claims can still be added).
- B. Any collection filed by a property management company.
- C. Any unpaid rental collection, negative rental or incomplete reference.
- D. Any evictions or Unlawful Detainer action and/or any current 3-Day or 10-Day Notice.
- E. Any income level (or combined income level in the case of married applicant, but not in the case of co-applicants) which is less than 2.0 – 3.0 times the rent of the unit applied for,
- F. Any employment reference which states that the applicant will be terminated in the near future where other potential income is less than 2.0 – 3.0 times the rent of the unit applied for.
- G. Any conviction for selling of drugs, or possession of drugs with the intent to sell.
- H. Any registered or unregistered sex offender.
- I. Any criminal conviction which involves theft, burglary, robbery, serious offense, or a crime of violence as defined in RCW9.41.010
- J. Any gross distortion or omission of the truth by the applicant on the written application.

Extenuating Circumstances: In some cases, the manager may feel that an applicant who does not qualify under this policy might still be an acceptable risk due to extenuating circumstances. Such circumstances might include, but are not limited to, severe medical problems, recent death of spouse, a temporary period of unemployment in the past, negative information confirmed to a single landlord reference, etc. In these situations, the manager may request a review by owner of said property who may, at their discretion, approve or decline the application.

Anti-Discrimination: No applicant shall be declined residency based on their race, sex, religion, marital status, or age.

Co-Applicants must file separate applications—all applications are subject to owner's approval.