



## Residency Standards

### Spectra Apartment Homes

Thank you for your application! To assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our communities. Nothing contained in these requirements shall constitute representation by Quarterra that all residents and occupants currently residing in our community have met or currently meet these guidelines. We do not accept Reusable Tenant Screening Reports.

Quarterra utilizes a 3<sup>rd</sup> party vendor, VERO, to conduct our background screening. Please allow up to 3 business days for their review to be finalized.

Qualification standards include but are not limited to the following criteria.

**IDENTIFICATION.** Each applicant who is 18 years of age or older, or an emancipated minor with written proof of legal emancipation, must complete an application and be qualified in accordance with these residency standards.

All applicants are required to provide a valid government-issued photo ID at the time the application is submitted to our screening partner, VERO. As part of our screening process, we verify and validate applicant identities. We attempt to complete this process electronically based on the name, address, date of birth and other identifying biometric information.

**INCOME. Prior to final approval, all income must be verified.** The gross monthly income of all Leaseholders will be considered jointly (combined) and must equal no less than two and a half (2.5) times the monthly rental rate of the apartment. We will accept bank statements, payroll checks, and other verifiable income documents to include but not limited to the list below. Bit Coin, and other cryptocurrencies are not verifiable at this time, therefore not acceptable.

**If Employed- provide one of these or more if needed to show appropriate income to rent ratio (2.5 times the monthly rental amount)**

- We require your 2 most current personal bank statements showing paycheck deposits; AND your 3 most current paychecks.
- If additional funds are needed to qualify for income, irregular income such as gratuities, commissions, bonuses, etc. will be considered as long as we can verify it. Examples of verification: If you are paid a monthly bonus, we would like to see a pattern of that frequency in the form of a minimum of 2 paychecks. If you receive a quarterly bonus, we will need to verify with a minimum of 2 quarters of paychecks. If overtime is being considered, it will be averaged from your YTD total for the entire year

**If you are an applicant who is starting a new job, but has not yet been paid, you must provide both of these to prove up the rent to income ratio of 2.5 is met:**

- You may provide a copy of an official offer letter for employment. The letter must indicate a start date within 45 days of the expected move-in date.
- .If this is a first job, and you have no direct employer deposits, a member of the office team will verify your position and salary with a company official from your new company.



**If you are self-employed, not employed, or retired, we will accept one of the following as proof of income:**

- Your 2 most current bank statements
- Tax return- The previous year's tax return.
- Must provide the previous year's personal income tax return AND the most recent 2 months of personal bank/financial statements as evidence of sufficient income of at least 2.5 times the rental amount for six (6) months. Example: if the rental amount is \$2000, you'd multiply this by 2.5 = \$5,000, and then multiply \$5,000 X 6 months. You are required to show an average balance of \$30,000 per month.

Statements must be in PDF format or have a URL (if printed from online.) If unable to provide PDF or URL, an official bank stamp provided by the financial institution will suffice.

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**As a supplement to income, Applicants may also provide any Alternative Sources of Income if the documents are verifiable and lawful. Examples of Alternative Sources of Income include, but not limited to the following:**

- A Social Security Benefits Letter, SSA-1099: Social Security Benefit Statement, or an SSA Notice of Change in Payment. Benefits letter must be dated no more than 14 months from the date of application.
- An order of alimony or child support. If no order exists, but alimony or child support is collected, three months' most recent consecutive bank statements (or check copies) showing regular deposits of alimony, or child support can be provided.
- Unemployment benefits, Retirement Programs, or Child Support payments; the Aged, Blind or Disabled Case Assistance, or Refugee Case Assistance Programs showing the ability to meet income requirements.
- A statement of annuity account payment showing regular annuity income.
- A statement from the financial aid office of a college or university that shows loans and/or grants awarded for living expenses beyond tuition and other school expenses.
- Any Federal, State, local government, private or nonprofit administered benefit program
- Income Assistance Benefit Statement (this document name will vary by state).
- Where applicable, we will accept government issued vouchers, not as a subsidy but for the total rent to income requirement.

**Applicants who are pre-approved for the MFTE/ARCH program** - The gross monthly income of pre-approved applicants for the MFTE/ARCH program must equal no less than two (2) times the monthly market rate of the MFTE/ARCH apartment home. Applicants with Section 8 vouchers will be qualified based on a calculated formula provide by the Seattle Office for Civil Rights.

**GUARANTORS.** If a guarantor must be obtained, the guarantor must complete and pay an application processing fee, and sign a Guarantor Addendum. Criteria includes the following:



The gross monthly income of a Guarantor must be equal to or more than four and one half (4.5) times the monthly market rental rate of the apartment. The above-mentioned income verification will also apply to guarantors.

- A Guarantor living outside of the US must have a Social Security Number, a US bank account, and meet all credit and income requirements.
- A Guarantor must have an approved credit score.
- A Guarantor may not guarantee more than one (1) lease agreement.

**CREDIT HISTORY.** Our credit reporting agency evaluates credit and rental history against indicators of future rental payment performance including but not limited to credit score, unsatisfactory credit history, unpaid rental and utility debts, collection accounts, rental history, mortgage history, and previous bankruptcy. Negative findings may result in the requirement of an additional deposit or fee, guarantor, or denial. Applicants with no credit may apply with a qualified guarantor.

Denials will result for the following (but not limited to):

- Credit score under 555
- Utility debt or balance over \$250
- Open Bankruptcy/Dismissed Bankruptcy within the last 12 months
- Open Tax Lien
- Unpaid rental debt over \$100
- Rental Collection over \$3000
- Open Repossession

Credit ranges for approval consideration are as follows:

- 650 and above- Approved credit score
- 556-649- Conditional credit score
- 555 and under- Declined credit score

A conditional credit score or no credit score may result in the requirement of an additional deposit or fee, or a qualified guarantor.

**RENTAL HISTORY.** Our screening company will review your rental history.

Denials will result for the following (but may not be limited to):

- Unpaid rental balance over \$100
- Under current eviction
- Two or more dismissed evictions within 3 years
- Adjudicated evictions within 3 years

**CRIMINAL HISTORY.** History which indicates that an applicant's residency would constitute a direct threat to the health or safety of other individuals or whose residency would result in substantial physical damage to the property of owner or others may result in rejection of the application. Such criminal history may include, but is not limited to:



1. Recommend Denial for felony or misdemeanor offenses, if less than twenty (20) years from conviction or other adjudication of the offense or five (5) years from completion of sentence for: homicide; arson; burglary; assault; kidnapping; manufacture or distribution of controlled substance, sexual offenses (including sex offenders subject to a lifetime registration requirement) or other crimes against persons.
2. Recommend Denial for felony and misdemeanor offenses, if less than ten (10) years from conviction or other adjudication of the offense or five (5) years from the completion of sentence involving possession of controlled substances, forgery, embezzlement, theft of property, damage to property or other crimes against property, and weapons offenses.

Applicants who are denied may submit, within fourteen (14) days of the denial, verifiable evidence of mitigating factors for additional assessment including (by way of example, with no single factor being determinative): the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; evidence of rehabilitation efforts and/or any other factors related to whether a specific person poses any threat to safety.

**OCCUPANCY GUIDELINES.** The maximum number of residents permitted to live in an apartment shall not exceed two (2) per bedroom. The only exception is anyone protected as familial status under the Federal Fair Housing Guidelines. In this case, we will allow 2 per bedroom, plus one in the apartment home. Familial Status includes individuals who are under the age of 18, a person who is pregnant, or who is in the process of securing legal custody of a person under 18. A newborn under 24 months will not be included in the headcount for occupancy limits.

**FAIR HOUSING STATEMENT.** Quarterra and the Owner are committed to compliance with all federal, state, and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including those that prohibit discrimination based on race, color, religion, national origin, sex, familial status, or disability, and any other local and state laws protecting specific classes.

**PETS and ANIMALS.** We love pets and animals and want them to be happy in their new home. We do have some breed restrictions for pets which include full and mixed canines of the following breeds: Pit-Bull Terrier, Pit-Bull mix, Rottweiler, Rottweiler mix, Doberman, Doberman mix, German Shepherd, Presa Canario, Wolf-Hybrid, Mastiff, Cane Corso, Great Dane, Alaskan Malamute and Staffordshire Terrier. Exotic pets are not permitted, and illegal pets are not allowed. Assistance animals for persons with disabilities and emotional support animals are not considered to be pets but do require advance written approval. We will handle all requests for accommodation, including requests for assistance and ESA, in accordance with fair housing laws.

**ADA STATEMENT.** Quarterra and the Owner are committed to compliance with fair housing laws regarding modifications and accommodations for persons with disabilities. We will handle any requests for modifications and/or accommodations in accordance with relevant fair housing laws.

**FEES.** Quarterra charges fees for processing applications, preparing lease agreements, and holding an apartment off the market. Those fees may include:

- An Application Fee that must be paid at the time an application is submitted to reimburse Quarterra for its costs to process a credit/criminal report for each applicant. This fee is non-refundable even if an application is denied.
- An Administration Fee will be added to move-in charges to be paid on the move-in date to reimburse Quarterra for its costs in processing the application and preparing the lease documentation.
- A Holding Deposit must be paid at the time of application. Upon move-in, this fee will become part of the move-in fees such as the first month's rent. This fee is refundable if the



application is canceled within 72 hours of application date or denied for criminal/credit screening. This fee is non-refundable if an applicant fails to meet the requirements to properly approve and/or screen.

**DENIAL OF APPLICATION.** You understand that if you do not meet our rental selection criteria, or if you fail to answer any question or give false information, we may reject your application, retain application fees, and possibly all or a portion of the application deposit as liquidated damages for our time and expense. In the event your application fee, holding deposit, or any other upfront fee is returned as an “NSF”, your application and residency will be denied, and the balance will be reported to the credit agency. Providing falsified or fraudulent information, and if your upfront fees/deposits were returned as an NSF, you will be disqualified from reapplying at an Quarterra community for a minimum of one year following the denied application.

**If you fail to sign your Lease after approval or cancel your lease after 3 (three) days after approval:**  
Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease within 3 days after we give you our approval in person or by telephone. If you or any co-applicant fails to sign as required, your application will be deemed withdrawn, and we may keep the application fee, holding deposit/admin fee as liquidated damages and terminate all further obligations under this Agreement.

Signature of Applicant:	Date
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Signature of Applicant:	Date
Quarterra Representative/Agent for Owner:	Date