



Residency Standards

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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.

Quarterra utilizes a 3rd party vendor, VERO, to conduct our background screening. Please allow up to 3-5 business days for their review to be finalized.

We do not accept Reusable Tenant Screening Reports.

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 three (3.0) times the monthly rental rate of the apartment. We will accept bank statements (must be US bank), payroll checks, and other legal, verifiable income documents (listed under Supplemental Income.) We may accept cash applications such as Venmo and Zelle. Bit Coin, and other cryptocurrencies are not verifiable at this time, therefore not acceptable.

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

If Employed- provide one of these or more if needed to show appropriate income to rent ratio (3 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 3.0 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 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 two months of personal bank/financial statements as evidence of sufficient income of at least 3 times the rental amount for six (6) months. Example: if the rental amount is \$2000, multiply by 3 = \$6000, and then by 6 months: \$5000x 6= \$36,000. You are required to show an average balance of \$36,000 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.

SUPPLEMENTAL INCOME: 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 as a rental subsidy. Applicant is responsible for the rent to income criteria for the monthly rent, minus the monthly voucher amount.

GUARANTORS. If an applicant does not meet the income requirements, a qualified guarantor must be obtained, or the applicant may be denied. The guarantor must pay an application processing fee and sign a Guarantor Addendum. Criteria includes the following:

A Guarantor (no more than one person may guarantee a lease) may provide one of the following:

- The last two consecutive pay stubs from current employer showing evidence of 4 times the rental rate.
- In the case of a recent job change (fewer than two pay stubs), last year's W-2 plus the most recent pay stub from current employer.
- If self-employed, the last three consecutive bank statements showing cash assets totaling at least 4 times the rental rate for 3 months.
- A Guarantor living outside of the US must have a Social Security Number and meet all credit and income requirements.

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 rental score may apply with a qualified guarantor.

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



- Rental score under 555
- Utility debt (includes phone and internet) or balance over \$250
- Open Bankruptcy/Dismissed Bankruptcy within the last 12 months
- Open Tax Lien
- Unpaid housing rental debt over \$100
- Open Repossession

Rental score ranges for approval consideration are as follows:

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

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

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 (2) dismissed evictions within 3 years
- Adjudicated evictions within 3 years

CRIMINAL HISTORY. The Fair Chance Housing Ordinance, *SMC 14.09*, prohibits unfair practices against rental applicants based on their criminal history. The limited exception is for sex offender registry information, which will be used to make a final determination for residency based on individualized assessments.

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

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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.

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, 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.

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.

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, application deposit/ admin fee as liquidated damages and terminate all further obligations under this Agreement.

Signature of Applicant:

Date

Signature of Applicant:

Date

Signature of Applicant:

Date



Quarterra Representative/Agent for Owner:

Date
