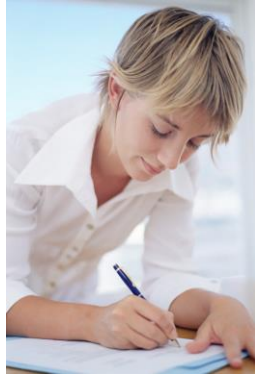




# AROUND THE CLOCK, INC. CRMC<sup>®</sup>

a certified residential management company



## Applicant Checklist:

- Completed signed Application
- Screening Fee(s) \$45 per Adult
- Holding Fee
- Proof of income or pay stubs
- Copy of photo ID
- Signed Agency Disclosure Form

## Our Screening Policies & Procedures

1. Applicants **must view the exterior and interior of the property** before submitting their application.
2. All persons **18 years of age and older** must complete an Application to Rent and pay our screening fees.
3. We charge each applicant **\$45 for our Screening Fees**. We Do Not accept comprehensive reusable (AKA portable) tenant screening reports.
4. Applicants **must provide separate payments for the Screening and Holding Fees**. The funds must be in the form of in-state personal checks, money orders or cashier checks made out to Around The Clock, Inc. CRMC<sup>®</sup>. **We do not accept cash. We do not accept out-of-state personal checks.** If an application is denied, the holding fee will be returned. If approved, the holding fee will be deposited immediately and credited toward the security deposit. Submitting a Holding Fee does not guarantee occupancy of a property until the application has been processed and notification of approval has been given by our Property Manager.
5. Many of our properties accept pets but some do not. All **properties that accept pets identify the number and weight limit allowed**. We require pets be neutered or spayed. We **require additional deposits or non-refundable pet fees** even if a pet is kept outside. These funds are due at time of occupancy. We require the residence sign a Pet Addendum that becomes a part of the rental/lease agreement. Our pet policies are strictly enforced.
6. **All of our properties have a no-smoking policy**. A No Smoking Policy prohibits smoking anywhere in the interior of the property. It is a policy requirement in our lease agreement.
7. **Income requirement** will be dependent on whether resident is responsible for utilities. If resident is responsible for utilities then monthly income must be equal to at least 3 times the rental amount. If resident is not responsible for water, sewer and garbage then monthly income must be equal to at least 2.5 times the rental amount. A copy of a recent earnings statement must be provided for each applicant. Income sources must be verifiable and inability to verify income is a reason for denial of tenancy. At least one adult must earn three (3) times the monthly rent as a monthly taxable income. Washington is a community property State so we do combine a married couple's income.
8. We **will access credit and criminal background reports** as part of the screening process.
  - **Current Credit must be in good standing**. Established credit history (trade lines) is required for residency. Less than \$1000 in collection accounts required for qualification of residency. Unpaid

collection accounts and a history of making late payments are reasons for denial of tenancy.

- Criminal activity is not acceptable behavior. Felony convictions are reason for denial of tenancy.

9. Rental History: 24 months valid (favorable) and verifiable rental or mortgage history is required if applying for a single family house. 12 months valid (favorable) and verifiable rental history is required if applying for an apartment or condo. Valid rental history is a written lease or month-to-month agreement from an independent third party. Military housing will be considered as valid and verifiable residence history. We do not accept relatives as landlord references.

10. If the applicant doesn't have any established credit or rental history, he/she may have a co-signer. Using Co-signer will not apply if applicant has derogatory credit.

Using a co-Signer ONLY applies to APARTMENTS or CONDOMINIUMS.

Co-Signer Requirements:

- ✓ Rental History: 24 months valid (favorable) and verifiable rental or mortgage history. Valid rental history is a written lease or month-to-month agreement from an independent third party. Military housing will be considered as valid and verifiable residence history.
- ✓ Credit History: Established credit history (trade lines) required for residency. Must not have any derogatory credit.
- ✓ Income: 5 times the rental amount
- ✓ Must be resident in the State of Washington

11. An Application to Rent must be filled out completely and submitted with proof of income along with the required fees before we will process the application and take the property off the market.

- The Move-in (occupancy) Date must be stated. If the applicant is approved that will be the date the rent begins.
- Indicate a phone number where one can be reached during business hours so we can communicate the status and final outcome of the application.
- List the last two addresses where the rent or a mortgage was paid, excluding temporary residences or those of relatives. Circle which applies, the amount of rent or the mortgage and the length of occupancy. We do not accept relatives as landlord references.
- List daytime as well as evening phone numbers for landlord references.
- If an applicant has sold the current or former residence, provide the name and phone number for the real estate agent hired by applicant to sell the property.
- If the current or former residence is currently rented, provide name and phone number of the property manager.
- Indicate current and former employer along with gross monthly income amount, position and length of employment.
- The following are acceptable proof of income:
  - a) Currently employed - Copy of most recent monthly and year-to-date earnings statement. If newly hired, letter of commitment and salary from employer.
  - b) Self-employed - Copy of last year's IRS Tax Return that includes Schedule C and a copy of current Profit and Loss Statement.
  - c) Other income- Legal document such as court order for child support or government document verifying social security or welfare.

12. An application submitted with a contingency will not be processed until it is removed.

13. If more than one application is submitted at the same time for a property, the one that best matches the property owner's requirements will be put in first place and processed. All other applicants will be notified and allowed to be placed in a back up position or withdraw their applications. If the applicant wants to be in a back up position his/her money will be held. If the applicant withdraws, all money submitted will be returned. A back up applicant will be notified if the property is rented or we are moving his/her application to first place and processing it. If the property is rented, all money submitted will be returned.

## LEASING PROCESS

Our **Leasing Agent** is the person who **gives out information about the property, schedules showing appointments, shows the property** to interested parties, and **provides the Application to Rent** to customers wanting to apply for the residence.

Once an application is submitted, our **Property Manager** completes the screening process and notifies the applicant if he/she is approved or denied.

All of our **Leasing Agents** and **Property Managers** represent the owner of the property in all real estate transactions.

**✓ If Application to Rent is approved:** The **Holding Fee** will be deposited immediately after notification of Application To Rent Approval and credited towards required move-in funds. **Please proceed with the following prior to occupancy:**

1. Confirm the date and location for executing the lease and performing the move-in inspection.
2. Contact all utility companies except water and sewer districts to arrange service in residence's name and assume responsibility on the date of occupancy. If you need names of utility companies and contact information, please ask your Property Manager for them.
3. The Property Manager will provide resident with the water and sewer bills to pay. The water and sewer bills will remain in the property owner's name and tenant will pay the bills directly to the utility district that provides the service.
4. The remaining move-in funds are due when the lease is executed and before performing the move-in inspection. We require secured funds such as cashier's check or money orders made out to Around The Clock, Inc. for the remaining move-in funds. We will not accept a personal check for move-in funds.
5. If, after notification of approval, one chooses for any reason whatsoever not to execute a Rental/Lease Agreement, the Holding Fee converts to a Non-Refundable Placement Fee.

**✓ If Application to Rent is denied:** Please inform us if you will be picking up your Holding Fee or if we should mail it. Please call our office prior to coming to assure it is ready for pick-up.

***Grounds for denial will result from the following on all Applicants:***

- ✓ Lack of verifiable income, less than 24 months of rental history, more than one (1) late payments and/or NSF within a 24 month rental period (current and/or previous), any documented noise complaints, any unpaid rental debt to a landlord, any unpaid eviction appearing on credit report or confirmed with landlord or additional resource, No favorable credit (trade lines) with only derogatory credit reporting, open or non-discharged bankruptcy, past due or foreclosed mortgage, unverifiable social security number, falsification of rental application and breaking lease agreement that may result in collection filing.
- ✓ A Felony Conviction

Any criminal conviction which results in a registered sex offender requirement and/or any sex offender registry requirement.

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application.

Copy of a Valid Photo Identification will be required of all applications.

**Around The Clock, Inc. CRMC®** obtains its credit reports and criminal background reports from **MOCO Inc.** They may be contacted at **1.800.814.8213** and **PO Box 2826, Seattle WA 98111.**



## **Our Mission**

**We take the time to give honest, quality leasing and management services. We help people meet their goals with old-fashioned excellence and integrity by maintaining a high level of expertise.**

**We are a knowledgeable, dependable, caring, and cooperative Team committed to honesty, ethics and forward thinking.**

### **We Lease:**

- Houses
- Individual Condos
- Small Apartment Complexes

### **We offer Management**

#### **Services for:**

- Rental Properties
- Community Associations

### **We list and sell Real Estate:**

- Member of the (NWMLS) Northwest Multiple Listing Service
- List/Sell Residential Properties

**WE do our best to ensure \$uccess.**