



Preferred Northwest Property Management

~Screening Guidelines~

All Applicants are urged to review the screening guidelines to determine if requirements can be met.

Application Process

1. We offer Screening Guidelines and Rental Applications to all that inquire.
2. A complete application is required for each applicant over age 18 who would occupy the premises as well as co-signers.
3. An application screening charge of \$30.00 per applicant/co-signer is required upon application submission. This charge is non-refundable and must be paid in cash or money order only.
4. In order to verify income, rental history, and personal references we will obtain a credit report, criminal records and public records request. We will also check with prior landlords. It may take up to 2-3 days in order to verify the information on the application.
5. Applicants must view the inside of the property prior to submission.
6. Applications are processed in the order in which they are received.

Identification

1. Each Applicant must provide photo Identification with completed application.

Prior Rental History

1. Rental history of 3 years must be verified from unbiased/unrelated sources.
2. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
3. Exceptions may be made for applicants with qualified co-signers.

Income Requirements

1. Total income shall be at least 2 times the monthly rent.
2. Income must be verifiable through pay stubs, employer contact, current tax records, assistance checks, financial aid statements and/or bank statements.

Credit/Criminal/Public Records Check

1. Negative reports may result in denial of application.
2. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

Our Policies

1. Unless otherwise indicated, all of our units rent on a month-to-month basis.
2. When you have been notified your application has been approved, you have 24 hours to bring in the security deposit and complete a Deposit To Hold form to reserve the unit.
3. All units are non-smoking units.
4. You must check the pet policy for each unit. Aid animals with written verification from an acceptable individual will not be rejected based on pet ownership.
5. The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered.
6. If you owe another landlord money, we will require confirmation of payment prior to acceptance of your application.

