

## **RESIDENT QUALIFICATION CRITERIA**

Applications for tenancy will be evaluated using the rental criteria below. All applicants must meet MetroStructure's rental criteria in order to be considered for occupancy of a rental unit. Please thoroughly review the resident qualification criteria before applying. Application for tenancy together with income and rental/credit history are all considered jointly.

### **APPLICATION PROCESS**

Prospective tenants must complete the following steps before management will process an application for tenancy:

- All prospective tenants must take a guided in-person or video tour of our units prior to processing an application.
- Complete and sign the online application - <https://metrostructure.managebuilding.com/Resident/apps/rentalapp/>
- Pay \$42 nonrefundable screening and processing fee.

If prospective tenant's application and credit check are approved, tenant must be prepared for the following:

- Payment of holding deposit and (electronically) sign lease within 72 hours in order to guarantee the apartment (unit will continue to be advertised until lease is signed and holding deposit is received). Holding fee will be applied toward security deposit upon move in. Additional fees, remaining security deposit and first month's rent due at time of move-in. Schedule move-in + walk-through appointment with the leasing manager during normal business hours (8:00am – 5:00pm M-F).

Applicants must be 18 or older to apply. Applicants must have a government-issued picture identification and valid social security number ready when applying.

### **RESIDENT QUALIFICATIONS**

Meeting rental criteria standards does not guarantee tenancy. The final decision for approval is based on a combination of verifiable income, length of verifiable rental history and credit history.

### **INCOME**

Resident income must be 2.5 times the rental amount based on current market averages. At the manager's sole discretion, a co-signer agreement and/or the collection of last month's rent may be required for applicants who do not meet minimum requirements.

### **EMPLOYMENT**

All applicants are required to provide proof of legal and verifiable income. Applicant must provide two most recent months of company-issued paystubs or bank statements showing direct deposit and employer will be contacted to verify employment.

If self-employed: a copy of the previous year's 1099 will be required, along with paystubs or a bank statement.

If employment is pending: applicant must provide verifiable employment offer letter showing start date and salary on company letterhead. Applicants will also be expected to verify their ability to pay rent by providing (most recent) history of rental payments (bank statements or rent receipts).

If unemployed or retired: applicant must provide other sources of verifiable regular monthly income (example – financial statements, bank statements, investments, retirement funds, etc.).

Full-time students: Employment requirements may be waived. Proof of enrollment status, applicable income documentation (student loan, parent contribution, etc.) and potentially a co-signer (see requirements below) will be required.

## **INTERNATIONAL STUDENTS AND APPLICANTS NEW TO THE COUNTRY**

- International students will be required to pay last month's rent. Proof of current college or university enrollment and valid student visa will be required for verification.
- Applicants who are new to the country and do not have a credit history or social security number will be required to provide proof of income source or employment offer letter showing start date and salary on company letterhead.

## **CO-SIGNER**

Co-signers may be required when:

- Rent to income ratio is not met by applicant.
- The applicant does not have sufficient credit or rental history.
- Applicant is a full-time student.

### Co-Signer requirements:

- complete an application for tenancy.
- earn income equal to 5 times the monthly rent, at minimum.
- sign guaranty/co-signer addendum with lease agreement in person. If documents cannot be signed in person, the electronic version must be completed together with lease.
- submit a copy of government-issued identification.
- submit past 12 month's paystubs (from same employer) or applicable proof of employment (see employment section above for requirements).
- provide 12 months valid and verifiable rental or mortgage history with no late payments.
- provide documentation of accounts in good standing and clean credit history (excluding medical).

## **RENTAL HISTORY**

Applicant must provide residential rental history for the **past 2 years** including landlord contact information for verification. Valid rental history is considered a written lease or month-to-month agreement with rent payments made directly to landlord. Rent payments made to friends or parents is not considered valid rental history. In the event rental history is insufficient, management may require last month's rent, cosigner, or require additional supporting documentation.

## **CREDIT HISTORY**

A credit report will be processed on each applicant who has toured the property, submitted an application for tenancy and paid the \$42 application fee.

Please note the following:

- Any bankruptcy must be discharged.
- Applicant may not owe any outstanding debt to any landlord.
- Monthly debt obligation may be a consideration in the review of the income requirement.
- Excessive derogatory marks on credit history (excluding medical) may result in denial of applicant or increased deposit, up to one month's rent.

## SCREENING SERVICES

All applicants will be subject to a background investigation conducted by TransUnion, the screening service offered by Buildium. We will obtain credit reports, employment and rental references as needed to verify all information submitted on the application for tenancy. In the event of Adverse Action (denial of tenancy), you have the right to a free copy of the screening report issued by TransUnion, and the right to dispute the accuracy of information provided in the screening report or by the parties you disclose (employers, landlords, etc.), upon written request or via online submission. Please direct all inquiries to:

**Online:** <https://dispute.transunion.com>.

### **Written Request:**

TransUnion  
2 Baldwin Place  
P.O. Box 2000  
Chester, PA 19022

Toll-free telephone number **800-916-8800**

For additional information see <https://www.mysmartmove.com/SmartMove/privacy-policy.page>

\*WE DO NOT ACCEPT TENANT-PROVIDED RESUABLE (PORTABLE) SCREENING REPORTS

## **MFTE (MULTIFAMILY TAX-EXEMPT PROGRAM)**

Lime Studios offers a limited number of units to MFTE qualified candidates. Income restrictions apply. Please speak with the leasing manager for availability and eligibility requirements. Eligible candidates are required to complete the Seattle Office of Housing REA (Resident Eligibility Application) and submit supporting financial documents in addition to Lime Studio's application for tenancy.

[MFTE - Resident Eligibility Application \(PDF\)](#)

## **FEES AND DEPOSIT SCHEDULE**

1. A **\$42.00** nonrefundable screening and processing fee is due at the time the application for tenancy is submitted through our online system at limefremont.com. Select *availability*, then select *apply now*.
2. Upon approval, pay the required holding deposit and sign the lease within 72 hours of approval in order to guarantee the unit (unit will continue to be advertised until lease is signed and holding deposit is received). At lease signing, move-in and walk-through appointments will be scheduled with the leasing manager. Additional fees such as mattress cover fee (nonrefundable), first month's rent and remaining security deposit due at walk through/ move-in. Initial holding deposits, fees & rent payable by money order or cashier's check - no cash accepted. *A cancellation fee equal to the holding deposit will be charged should you decide not to move into the unit as agreed.*
3. Full month's rent or prorated rent (depending on move-in date) due at move-in - payable by money order or cashier's check - no cash accepted. Subsequent rent payments during the lease term may be paid electronically through the online resident portal OR by check, money order or cashier's check delivered via USPS. Subsequent rent payments are made by personal check, make payable to: Metrostructure Corp (Owner). List tenant name and unit number on check.

## **PETS**

We do not allow pets of any kind.

## DECLINED APPLICATIONS

Applications may be denied for reasons including, but not limited to the following:

- Verified eviction showing on credit report or confirmed with landlord within the last three (3) years.
- No verifiable legal income or salary
- Application for tenancy does not meet management's standard for completion.
- Applicant has not provided requested additional documentation.
- Any rental collection action verified on credit report.
- Rental history reflecting past due rent or balance owing to any landlord.
- Negative and adverse rental history — e.g., documented complaints or damages, multiple NSF checks, multiple late payments or Notices to Pay or Vacate, or negative reference from landlord.
- Unverifiable or lack of social security number, passport number, or student visa.
- Falsification of application for tenancy.
- Open bankruptcy (excluding medical expenses). Discharged bankruptcy may be acceptable.
- Current 3-day Notice to Pay or Vacate, or 10-day Notice to Comply or Vacate.
- Monthly income does not meet management's minimum requirement.
- Failure to provide proper notice to a previous or current landlord.



Metrostructure is an equal opportunity housing provider and offers housing opportunities regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law.

Landlords are prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020.