



RESIDENT QUALIFICATIONS SUMMARY

To be eligible to live in Bellwether housing all applicants must meet certain income and household criteria based on the funding restrictions for the property. In addition, Bellwether uses criteria to help determine a household's suitability for Bellwether housing. The following is a summary of Bellwether's standard resident qualification criteria. Any exception to Bellwether's stated criteria is made only through the application appeals process which is outlined below. Bellwether has different screening criteria for our subsidized units, which is available through building managers. **If we contact you to clarify employment, rental or other information, you will have 48 hours to provide the information before your application is stopped.**

NOTE: Bellwether does not accept Portable Screening Reports.

AGE

At least one member of the household must be 18 years of age or legally emancipated with proof of emancipation. Some Bellwether properties serving seniors are restricted by age.

INCOME

- **Maximum Income:** All apartments have a maximum income limit which may not be exceeded. Therefore, all sources of income for all household members must be disclosed. All sources of income will be verified. Bellwether must calculate income using methods established by our funders, and use highest projected income to determine eligibility.
- **Minimum Income:** Applicant household income must be at least 2.5 times the rent per month, OR applicants must have accessible financial assets to cover the rent affordability criteria of 2.5 x the monthly rent for the length of the lease.
- **Verifiable Employment:** At least one member of an applicant household must show 30 days current and verifiable income from the same source. The 30 days is calculated from the application date. In lieu of 30 days of income history, at least one household member must have a current income source or employment offer letter, rental history that verifies an ability to pay rent, and credit history with no more than \$500 in delinquent accounts (excluding medical).

CRIMINAL HISTORY

Without limiting Bellwether's ability to reject an applicant for current, past, or pending criminal charges, if the applicant, or any member of the applicant's household who will be living in the unit, has a record which may fall under the following list of described criminal acts, the application will be rejected:

- Conviction for any sex offense or offenses requiring applicant or any member of applicant's household to register as a sex offender.
- Any conviction for the production, sale, or distribution of methamphetamines, or any eviction from housing for methamphetamine activity.
- Current use of illegal drugs.
- Conviction for murder or homicide within the past 20 years. Applicants with murder or manslaughter convictions (regardless of conviction date) must obtain an approved individual assessment prior to applying for a unit.
- Conviction for any of the following within the past 10 years:
 - Arson
 - Armed Robbery
 - Kidnapping
 - Manslaughter
 - Sexual Assault
 - Four or more assaults of any kind
 - Explosives/incendiary device
 - Leading organized crime
 - Extortion
 - Human trafficking
 - Drug manufacturing, trafficking or distribution
 - Attempt to commit one of the above crimes

- Conviction for any of the following within the past 7 years:
 - Conviction of a hate crime
 - Felony stalking or harassment
 - Promoting prostitution (pimping)
 - Felony theft, fraud, or forgery
 - Two or more felony assaults
 - Two or more convictions for other felonies involving violence or weapons
- Conviction for any of the following within the past 5 years:
 - Any drug related felony not listed above
 - Three or more drug-related convictions of any kind (felony and/or misdemeanor)
 - One felony assault or two or more misdemeanor assaults
 - Domestic Abuse or violation of No Contact order
 - Permitting and Patronizing Prostitution
 - Prostitution
 - Unlawful possession, use, or display of a firearm
 - Robbery
 - Burglary
 - Identity theft

In addition to the criteria listed above, Bellwether reserves the right to deny an application for any criminal conviction or pattern of convictions it deems may pose a threat to the property or the health, safety, or welfare of residents, the public or staff.

Note: All dates listed above are calculated from the date of conviction.

INDIVIDUAL ASSESSMENT FOR CRIMINAL CONVICTIONS

Applicants who do not meet our criminal criteria may request an Individual Assessment of their criminal history and subsequent rehabilitation. If approved, the applicant can then apply for a Bellwether unit without the assessed conviction(s) affecting their housing eligibility. Applicants with murder or manslaughter convictions (regardless of conviction date) must obtain an approved individual assessment prior to applying for a unit.

RENTAL HISTORY

Applicants must provide address history for the previous three (3) years, without gaps. At least one member of applicant household must have verifiable residential rental history for the past twelve (12) months. Rental history can be a room rental or with roommates as long as the applicant paid rent directly to the landlord and it can be verified. Paying rent to friends or relatives is not considered rental history. Recent military veterans may have the residential rental history requirement waived with proof of military service or discharge and less than six (6) months between date of discharge and date of move-in. Rental history will be reviewed for the following:

- No prior evictions, judgments, or unlawful detainers in the past three (3) years, and no evictions from Bellwether ever. If court records indicate an eviction, the burden is on the applicant to prove an eviction did not occur.
- Outstanding debt owed to any landlord must not exceed \$500 and must have a current and verifiable payment plan.
- No current 3-Day Notices to Vacate or 10-Day Notice to Comply or Vacate for monetary defaults.
- No more than two (2) legal notices within the past twelve (12) months for any member of applicant household.
- Poor resident history reported by a landlord, even if a legal notice was not issued, is grounds for denial.

In lieu of twelve (12) months rental history, applicant must have an income history of at least three (3) months from the same source by the date of move-in and consumer credit history with no delinquent accounts, excluding medical. If the applicant has no credit history, they must have the same income source for six (6) months and it must exceed 2.5 times the rent.

Note: No victim/survivor of domestic violence will be ineligible for rental history based solely on their status as a victim of domestic violence.

CREDIT

- Any bankruptcy must be discharged.
- Outstanding debt owed to any landlord must not exceed \$500 and must have a current and verifiable payment plan.
- With the exception of bankruptcy and debt owed to a landlord, Bellwether screens for credit risk only when “in lieu of” criteria are being considered (see Income and Rental History above).

PETS

Pets are accepted at some Bellwether properties.

- Cats only are accepted at Graham/Terry, Sterling Court, and Victorian Row.
- Dogs (75 lb. limit) and cats are accepted at Bellevue/Olive, Cambridge, Casa Pacifica, First & Vine, Genesee, Gilmore, John Winthrop, Mercer Court, Meridian Manor, Olive Tower, Oregon, Rose Street, Security House, Stewart Court, Tate Mason, and Vine Court.

Approval for certain other small household animals may be requested in writing. Bellwether limits the number of pets to two (2) per apartment, with a maximum weight of 75 lbs. Each pet must be accompanied by a \$300 refundable deposit, proof of inoculations, proof of spay/neutering, and a current license. Residents must agree to and follow the Bellwether Pet Policy.

Note: Service and companion animals are not considered pets. They are accepted at all properties and require a Reasonable Accommodation Request involving verification.

STUDENTS

Applicant households where all members are full-time students may be eligible at the Annapolis, Cambridge, John Winthrop, Kingway, Meridian Manor, Olive Tower, Oregon, and Vine Court. Applicant households for all other Bellwether properties (not listed above) where all members are full-time students must meet one of the following exceptions:

- Married and filing a joint federal tax return with spouse
- Single parent with a minor child and neither are dependents of a third party
- Receiving benefits under Title IV of the Social Security Act (e.g., TANF)
- Enrolled in a job training program funded by State or Local government
- Previously under the care of a state foster care system.

DOCUMENTATION

- Current, valid driver's license or other government-issued picture identification. Photo ID not required for minors.
- Social Security numbers for all household members. If a Social Security number has not been issued, an additional form of ID is required.
- Most recent pay stub from all employers, if employed. Benefit award letters, if applicable.

OCCUPANCY STANDARDS

Most Bellwether apartments have occupancy standards; if unit occupancy drops below the minimum or exceeds the maximum, households may be required to vacate.

SRO's/Efficiency	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
1 person	1 – 2 people	1 – 3 people	2 – 5 people	4 – 7 people (3 – 7 people at Kingway)	5 – 9 people

FEES AND DEPOSIT SCHEDULE

- **Screening Fee is non-refundable**, payable by Money Order, Cashier's Check, or Personal Check; no cash accepted.
 - \$32.00 for each adult applicant made payable to "ACRAnet"
 - \$17.00 for each minor child ages 14-17 years made payable to "ACRAnet"
- **Full Deposit** payable by Money Order or Cashier's Check only, no cash or personal checks accepted, is due within three business days following notification of an approved rental application. A cancellation fee equal to the deposit will be charged should you decide to not move into the unit. The deposit amount depends on unit size:

<u>Unit Size</u>	<u>Deposit</u>
SRO's (single room occupant)	\$300.00
Studios and One Bedrooms	\$350.00
Two Bedrooms	\$425.00
Three Bedrooms	\$475.00
Four & Five Bedrooms	\$500.00

- **Full Month's Rent** due at lease signing, payable by Money Order or Cashier's Check only, no cash or personal checks.

APPEALS PROCESS

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. **Any appeal must be submitted in writing within fourteen days** of the date of the denial letter. The request must include a letter from you that states the reason(s) for the appeal and new supporting documentation from an independent third party. This information must be verifiable by Bellwether leasing staff. Your leasing agent will forward the appeal package to the Director of Property Management, who will seek to provide a written decision within two weeks. Apartments are not held during the appeals process.

SCREENING SERVICES

All household members 14 years old and older will be subject to a background investigation conducted by ACRAnet Tenant Screening. We will obtain credit reports, court records (civil and criminal), and employment and rental references as needed to verify all information put forth on the application for housing. In the event of Adverse Action (denial of tenancy), you have the right to a free copy of the screening report issued by ACRAnet, if requested within 60 days, and, upon written request, the right to dispute the accuracy of information provided by ACRAnet or by the entities you disclose (employers, landlords, etc.). Please direct all inquiries to:

ACRAnet
521 W Maxwell Ave
Spokane, WA 99201
Phone: (800) 304-1249
info@acranet.com

By signing below, the undersigned applicant(s) acknowledge having read and understood the Bellwether Resident Qualifications Summary:

_____	_____	_____
Applicant Printed Name	Applicant Signature	Date
_____	_____	_____
Applicant Printed Name	Applicant Signature	Date
_____	_____	_____
Resident Manager/Leasing Agent	Signature	Date



Individual Assessment Procedure for Criminal Convictions

Applicants who do not meet Bellwether's Criminal Convictions and Pending Charges criteria may request an Individual Assessment prior to submitting an apartment application. If allowed, the conviction(s) or pending charge(s) will not affect your eligibility when applying for a Bellwether apartment.

Applicants with murder or manslaughter convictions (regardless of conviction date) must obtain an approved individual assessment prior to applying for a unit.

To request an Individual Assessment, you must provide the following documents at a minimum. There is no maximum to the number of documents you may submit, and it is recommended that you submit as many documents as required to wholly explain your criminal history and proof that you have sufficiently rehabilitated and are not at risk of reoffending.

Individual Assessment applications should be addressed to the Director of Property Management and submitted to Bellwether's Administrative Office. You will receive a written response regarding your application within two weeks from the date we receive your application. Incomplete applications will not be reviewed. Mail or drop off your application to:

Bellwether Housing
Attn: Director of Property Management
1651 Bellevue Avenue
Seattle, WA 98122

Required:

- **Personal Statement:** Outline the circumstances of your arrest(s) and conviction(s), how you have repaid your debt to society, the steps you have taken to rehabilitate yourself, and why you should not be considered at risk of reoffending.
- **Completed ACRAnet Background Screening Application (attached) and Payment (\$32 check or money order made out to "ACRAnet").** Application must be completely filled out and disclose all living history for the previous three years without gaps.
- **Police Report(s) or Incident Report(s) related to your conviction(s)**
- **At Least 3 Additional Documents from the List Below**

Preferred:

- **Certificate(s) Showing Completion of or Participation in Rehabilitation Program(s)**
- **Proof of Enrollment in School or Training Program or Diploma**
- **Proof of Stable Routine** Such as current consistent employment, volunteer work, program participation, etc.

Acceptable:

- **Letters of Recommendation or Statements** from Social Workers, Parole Officers, Judges, Advocates, Employers, etc.



521 W Maxwell
 Spokane, WA 99201
 Phone: (800) 304-1249
 (509) 324-1350
 Fax: (800) 845-7435
tenantscreening@acranet.com

Type of Report:
 FULL Standard
 FULL Subsidized
 CRIMINAL ONLY
 CREDIT ONLY
 OTHER _____

MOVE-IN DATE ___/___/___
 RENT \$ _____
 APARTMENT # _____
 Visual proof of Drivers License or
 State I.D. YES NO

MANAGEMENT COMPANY Bellwether Housing	RENTAL/UNIT ADDRESS	REQUESTING AGENT	TELEPHONE #	FAX #
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APPLICANT IS: LEASE ADDITION APPLYING ALONE HAS CO-APPLICANTS (Include co-applicant name and relationship)

****INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING****

APPLICANT INFORMATION

APPLICANT'S LAST NAME	FIRST NAME	MIDDLE/SUFFIX	SOC SEC #	DRIVERS LICENSE #	STATE	DOB	GENDER (Optional)
APPLICANT'S HOME PHONE		CELL PHONE	OTHER NAMES USED		DO YOU HAVE PETS? Explain		

CURRENT RESIDENCE

(1) Applicant's Present Address	Apt.#	City	State	Zip	Move-In Date	Email	Monthly Payment \$
Present Landlord/Complex	<input type="checkbox"/> Mortgage Co	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Relative/Friend	City	State	Zip	Landlord Phone () Landlord Fax ()

PREVIOUS RESIDENCE HISTORY ALL addresses for past 3 years. Please list additional addresses on back side.

(2) Applicant's Previous Address	Apt.#	City	State	Zip	Move-In Date	Move-Out Date	Monthly Payment \$
Previous Landlord/Complex	<input type="checkbox"/> Mortgage Co	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Relative/Friend	City	State	Zip	Landlord Phone () Landlord Fax ()
(3) Applicant's Previous Address	Apt.#	City	State	Zip	Move-In Date	Move-Out Date	Monthly Payment \$
Previous Landlord/Complex	<input type="checkbox"/> Mortgage Co	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Relative/Friend	City	State	Zip	Landlord Phone () Landlord Fax ()

EMPLOYMENT HISTORY

(1) Applicant's Present Employer	City	State	Zip	Position	Phone ()	Gross MONTHLY Salary \$	Employment Dates
(2) Applicant's Previous Employer	City	State	Zip	Position	Phone ()	Gross MONTHLY Salary \$	Employment Dates

ADDITIONAL INCOME

Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.

Amount of \$ _____ Frequency _____ Source _____

IMPORTANT INFORMATION

Name of Emergency Contact	Relationship	Address	City	State	Zip	Phone ()
Have you ever declared Bankruptcy? <input type="checkbox"/> NO <input type="checkbox"/> YES	Have you or any member of your household EVER been evicted from any residence? If yes, list when, address and reason. <input type="checkbox"/> NO <input type="checkbox"/> YES Date: _____ Address: _____ Reason: _____					

NON-REFUNDABLE APPLICATION FEE EARNED ON RECEIPT. \$ 32.00 PAYABLE TO ACRANet.

In accordance with State and Federal law you are hereby notified that an investigation may be made by ACRANet and Bellwether Housing of the information together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accuracy of information provided by ACRANet or by the entities you have disclosed above, and, upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Please direct all inquiries to ACRANet, 521 W Maxwell, Spokane, WA 99201. The venue for any legal action or proceedings related to this transaction, or breach of contract, or default, whether a lawsuit is filed or not, shall be properly laid in Spokane County, Washington. I certify that to the best of my knowledge all statements made herein are true and correct. I authorize ACRANet to obtain such credit reports, character reports, verification of criminal history, and verification of rental and employment history and provide an investigative report to the undersigned landlord.

I further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. I am aware that an incomplete application causes a delay in processing and may result in denial of residency. I understand that we are signing this document under penalty of perjury.

Signed _____
 Applicant Date

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRANet is for the purpose of evaluating the applicant's residency and no other purpose.

Signed _____
 Date Submitted Time Submitted



It is the Policy of the owners and managers of Bellwether Housing not to discriminate against anyone in any respect in the rental of apartment because of race, nationality, religion, sex, disability or family status / having children under the age of 18, or any other protected class.

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 Residential History (continued from page 1)

Applicants must disclose **all places they have lived over the past three years without gaps**. This includes time living with family or friends, in shelters, homeless, etc. Landlord contact information must be provided for all rental history.

Incomplete applications will not be processed.

Applicant Name: _____

MOVE-IN (month/day/year)	MOVE-OUT (month/day/year)	TYPE OF RESIDENCE (check one)	COMPLETE ADDRESS (street/apt/city/state/zip)	LANDLORD CONTACT INFO (name/phone/fax/email)
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		
		<input type="checkbox"/> Rental <input type="checkbox"/> Friends/Family <input type="checkbox"/> Other (explain)		