

**Campus Landing Apartments**  
**32420 1<sup>st</sup> Lane SW – Federal Way, WA 98023**  
**Ph: 253-874-6305 Fax: 253-874-5321**

**APPLICATION SCREENING POLICIES**

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**APPLICATION PROCESS**

- We offer application forms to everyone who inquires about the rental
- We review completed applications in the order in which we receive them.
- We may need up to two business days to verify information an application

**APPLICANT SCREENING PROCESS**

**Complete Application**

- Unless joint applicants are married, each must submit an individual application.
- Pay the applicable non-refundable screening fee of \$25 per applicant and \$15.00 per co-signer.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

**Identification**

- Applicants must show two pieces of identification. One must have a photograph.

**Prior Rental History**

- Rental history of one year must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny any application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers and/or increased deposits/payments.
- Applicants must not have any prior rental evictions because of lease violations.

**Sufficient Income/Resources**

- Net household income shall be at least 3 times the rent excluding utilities.
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment of one year.
- Debt to income ratio in excess of 30% may result in denial of application.

**Credit/Criminal/Public Records Check**

- A credit check and criminal/public records check will be performed.
- Negative reports may result in denial of application
- A conviction for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drug-related, sexual related or weapons charges shall be grounds for denial of the rental application.

If your application is denied due to unfavorable information received on the Background Investigation, you may: 1) Contact the credit reporting agency to identify who is reporting unfavorable information. 2) Correct any incorrect information through the credit-reporting agency as per their policy. 3) Request the credit-reporting agency submit a corrected credit check to screening company. 4) Upon receipt of corrected and satisfactory information, your application will be re-evaluated for the next available unit. Be Advised: 1) Incomplete, inaccurate or falsified information will be grounds for denial. 2) Any applicant currently using illegal drugs or reporting a conviction by any court of competent jurisdiction for illegal manufacture or distribution of a controlled substance shall be denied. 3) An individual whose tenancy may constitute a direct threat to the health and safety of an individual, or whose tenancy may pose a threat to the community, or the property of others, will be denied.

