



SOUTHGATE TENANT SCREENING CRITERIA

For City of Seattle Properties, Southgate will strictly follow Seattle’s First in Time Rule. Applications are processed in the order received in the City of Seattle. Applications for each occupant must be completed before the full group can be considered.

(For more information regarding this Ordinance, please click on this link: https://www.seattle.gov/Documents/Departments/CivilRights/Fair%20Housing/FAO_FIT_11-20-19.pdf)

The Screening Criteria for all Applicants is as follows:

- Applicant should be on-time for either Live or Virtual showing appointment (exceptions permitted for extenuating circumstances)
- Positive picture ID (State or Government issued, excluding military IDs)
- Fully completed application for every occupant 18 years and older
- Applicant(s) able to pay complete deposit and rent deposit at time of lease signing
- Applicant(s) agree to a lease start date 30 days or less from the date of application approval.
- Proof of adequate income (Detailed Below)

Income, Credit and Employment Criteria:

- Proof of verifiable employment and / or verifiable source of income
- Gross income to rent ratio of 3:1
- No excessive debt which may impact applicant(s) ability to pay rent
- Good credit history free of negative credit issues which may indicate an applicant is high-risk and / or indicates a pattern of payment delinquency

Rental History information required:

- No prior evictions on applicant(s) record
- No Reported disturbances, violations, or late payments from prior landlords.

Sex Offender Status:

- Presence on the Sex Offender Registry may impact application approval



Southgate Real Estate Ventures (“Southgate”) is an Equal Housing Opportunity Provider. For more information on fair housing laws in the City of Seattle please see this link: [CITY OF SEATTLE FAIR HOUSING DISCLOSURE](#)

Income Screening and Documentation.

Main Income Requirements:

- Proof of employment and verifiable source of income
- Adequate gross income-to-rent ratio 3 to 1 (rent not to exceed one-third of an applicant's monthly income).
- No excessive debt which may impact applicant(s) ability to pay rent

Documents Required for Screening:

- Income For W2 Employees Can Be Verified By The Following Ways:
- 2 most recent pay stubs
- Fully executed job offer letter/contract Employee Reference contact and phone

Self-Employed Income Verification:

- 3 months of bank statements
- Signed tax returns for the last 2 years to show predictable income (W2, 1099 or first 3 pages of 1040 form)

Other verifiable sources of income which include but are not limited to housing or rental assistance programs, social security, veterans' benefits, retirement or other supplemental income and other programs administered by federal, state, local or non-profit organizations.

Public Records & Rental History Information:

- Each applicant must be able to demonstrate a pattern of meeting their rental or mortgage obligations, leaving prior properties in good condition and not having a pattern of documented legal or lease violations. Applicant able to provide references from previous housing providers(s) for a period of the past 3 years.
- If applicant has prior rental experience, good references from prior landlord(s)
- We conduct a case-by-case evaluation of registered sex offenders who committed any crime requiring them to register as an adult.
- Outside of the City of Seattle – a case-by-case evaluation of criminal history will be conducted.

Credit History:

- Adequate credit history free of negative credit issues which shows a history consistency in paying creditors.
- Applicants with credit scores beneath 700 may be denied.
- Southgate does not accept portable screening reports.



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The following may result in immediate denial of an application:

- False, incorrect or misleading information.
- Threatening or abusive behavior towards a Southgate employee, agent or contractor.
- Additional required documentation required for screening has not submitted within 72 hours.

Upon notification of application approval, an online lease will be sent via the AppFolio Resident Portal

- Once the lease has been sent, a 48-hour period is provided for review and eSignature** First Full Month's Rent is due at the time of signing and can be paid via the AppFolio Resident Portal or other form of payment arranged with Property Manager. Completed Lease Documents are automatically available for viewing via the AppFolio Resident Portal.

Move-in Procedure

Southgate will provide you with move-in instructions and schedule your move-in walkthrough. Please be prepared for the following at your move-in walkthrough.

Security Deposit, First Month's Rent and additional prepayments or deposits should be paid via the Online Resident Portal or other form of payment arranged with Property Manager.

Renter's Insurance Information should be uploaded to the Online Resident Portal or copies provided to the Property Manager.

Complete, review and sign a Property Condition Report which documents the current condition of the property on move-in day. The Property Condition Report will be shared with you through your Online Resident Portal and accessible throughout your tenancy.

Southgate Pet Policy:

Pets are allowed on all Southgate Properties under certain conditions and regulations.

Approved pets may require additional deposits.

Service or Emotional Support Animals (ESA) require written documentation of the specified animal's status as a Service Animal or ESA to be provided with your application.

Animals are not allowed on the premise until a Pet Addendum or Assistance Animal Addendum is completed.

Lease documentation or addenda must be acknowledged by the tenant prior to the animal's occupancy

All pets must be properly licensed if required by city or county law and a record of current immunizations may be requested.

