

Olympic Property Group  
PO Box 85  
4110 Carver Drive NE  
Port Gamble, WA 98364  
360-297-7251 fax 360-297-5616

## **Occupancy Standards for Residential Applications** **and Tenant Acceptance Criteria**

Welcome to **Olympic Property Group**. Before you begin our application process, we would like to offer some general information that may help facilitate your search for a home with us.

Olympic Property Group and its employees will adhere to the Fair Housing Standards as promulgated by Federal, State and Local Agencies. The HUD Fair Housing Act of 1968 provides that persons seeking housing shall be afforded equal treatment and opportunity without regard to race, religion, national origin, color, handicap, sex, sexual orientation or familial status. To avoid giving married couples preferential treatment in the application process, **each adult applicant (18 or over) must complete and pay for a separate application.**

**NOTE: Pope Resources and Olympic Property Group do not accept comprehensive reusable reports. The following documents are required at the time your application is submitted for review.**

**Olympic Property Group** will screen prospective tenants based on the submission of a written application using the following criteria:

1. **POLICIES**
  - a. All persons leasing a single-family residence must be of legal age – 18 years or older – to sign a contract
  - b. Provide photo copy of a picture ID for each person 18 years and older
  - c. Incomplete applications, lies & omissions on application are grounds for denial.
2. **INCOME REQUIREMENTS – The gross income to rent ratio to qualify is 3 to 1**
  - a. Applicants must have current, consistent and verifiable employment of at least 6 months. Please provide copies of at least 3 current consecutive pay stubs.
  - b. Self-employed applicants must provide the following:
    - Previous 2 years tax statements and previous 3 months company bank statements.
  - c. Retired applicants must provide the following:
    - Previous 3 months bank statements indicating the monthly direct deposit
    - Or, provide the documentation indicating monthly income i.e. government letter of social security, disability income or retirement.
3. **VERIFIABLE RESIDENCY – Applicants must have 6 months with good payment and rental history**
  - a. Recent college graduates may qualify without rental history only if all other criteria are met.

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- b. Relatives are not acceptable rental references.
  - c. Daytime phone numbers are needed for rental references.
  - d. If you do not have landlord references but have sold your home, give the name of the Real Estate Agent who listed and sold your house.
  - e. If the credit report comes back with an "Address Discrepancy", applicants must provide proof of their current address. Acceptable forms of proof include: driver's license or valid state ID, current lease or mortgage statement, home utility or insurance bill, or a pay stub dated within the past 30 days.
4. **CREDIT CHECK – All applicants must have a favorable credit rating for the past 2 years**
- a. Credit rating must be at least 60% positive overall.
  - b. Applicants with a tax lien, repossession, foreclosure, discharged personal bankruptcy, collections or less than favorable credit ratings may be accepted with a required payment of last month's rent.
  - c. Applicants will not be accepted for the following derogatory credit records: Eviction and or moneys owed to a landlord or apartments.
  - d. Bankruptcies must be discharged 2 years prior to application.
5. **CRIMINAL BACKGROUND CHECK**
- a. Criminal record verification is made on all persons over the age of 18 who will occupy the property.
  - b. Cause for the application to be rejected may include but are not limited to conviction of (1) illegal drug or gang involvement of any kind, (2) Any violent act against another person, (3) Vandalism, Arson, etc., (4) Burglary, (5) Criminal Trespass, (6) Stalking.
  - c. Any applicant with a criminal conviction, within the last 7 years, of crimes of violence, crimes against a person (s) or property, crimes involving the possession, manufacturing, use, sale or distribution of illegal drugs or crimes involving breach of trust, vandalism, arson, burglary, criminal trespass or stalking may be denied.

**Olympic Property Group** or its assigned screening company will fully investigate the tenant's application. Exercising due care in the application process ensures that the landlord-tenant relationship will be positive for the property owner, our tenants, and the neighboring residents.

The amount of time to complete the screening process varies depending on how quickly references can be contacted.

6. **APPLICATION FEE – NON-REFUNDABLE**
- a. A \$42.00 application fee is paid directly to Landlord Solutions for each applicant over the age of 18 via the online application process.
  - b. Any persons age 18 or older are considered individual applicants (i.e. spouse, co-signers, roommates or family members must pay a separate application fee).

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7. **APPLICATION ACCEPTANCE**

- a. If more than one application is submitted at the same time we will first process the application that best matches the above requirements.

8. **ANIMALS**

- a. Tenant may not keep any animal on the premises without first receiving written consent from Landlord and signing an animal agreement setting out the terms and conditions of Landlord's consent. As a condition of its consent, Landlord will require a non-refundable animal fee \$200.00 and a refundable damage deposit \$200.00. Consent will be given for only one dog per household, with a limit of 2 animals in total, second dog will be taken into consideration depending on size and breed based upon management approval.
- b. Service animals are exempt from the animal fee and deposit

9. **WHAT IS A SERVICE OR ASSISTANCE ANIMAL**

- a. Animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability who, if asked, must be able to describe the specific tasks performed or work done by the animal. The work done or tasks performed by a service animal must be directly related to the handler's disability.
- b. When an applicant with a disability makes a **reasonable accommodation request**, management will consider the request promptly, and grant it when reasonable.

10. **CONSENT WILL NOT BE GIVEN FOR THE FOLLOWING DOG BREEDS:**

- Akitas
- Alaskan Malamutes
- American Pit Bull Terrier
- American Staffordshire Terrier
- Bernese
- Bull Terrier
- Canary Dogs
- Chow-Chows
- Doberman Pinscher
- Any breed of guard dog trained to attack
- Great Danes
- Huskies
- Karelian Bear Dog
- Pit Bulls
- Rhodesian Ridgeback
- Russo-European Laika
- Rottweiler
- St. Bernard's
- Wolf Hybrids

[CLICK HERE](#) to fill out the credit application.