KALLES PROPERTIES, INC

Rental Screening Criteria

Washington State

Effective date: 09.01.26

These screening criteria are provided to every applicant before an application fee is collected, as required by RCW 59.18.257. Kalles Properties, Inc complies with the federal Fair Housing Act, the Washington Law Against Discrimination, and all applicable local ordinances.

FIRST IN TIME

Completed applications are screened in chronological order. Tenancy is offered to the first approved applicant. If the first approved applicant does not accept the offer of tenancy for the available unit within 24 hours of when the offer is made, Kalles Properties, Inc will review the next completed application in chronological order until an applicant accepts the owner's offer of tenancy. An applicant who needs additional time to submit a complete application in order to ensure meaningful access to the application, or as a reasonable accommodation, must request that additional time from Kalles Properties, Inc.

COMPLETE APPLICATION

A complete application means all adult applicants and any cosigners have applied for the unit with valid government issued photo identification, proof of income, and payment of the application fee. An application is not screened until it is complete.

APPLICATION SCREENING

All household members 18 years of age and older are screened through AppFolio, Inc. Tenant Screening. The screening accesses credit history and credit score, rental history including eviction and unlawful detainer records, income and employment verification, public records, and criminal history to the extent it may lawfully be considered. Applications must be completed in full. Applications containing untrue, incorrect, or misleading information will be denied.

The application fee is $45.00 per adult applicant and per cosigner. The fee is non-refundable unless otherwise provided by state or local law. Kalles Properties, Inc does not accept reusable tenant screening reports.

Applicants have the right to obtain a free copy of their tenant screening report from AppFolio, Inc. in the event of a denial or other adverse action, and to dispute the accuracy of any information appearing in it. AppFolio Renter Relations can be reached by phone at (866) 359-3630 or by mail at 50 Castilian Drive, Santa Barbara, CA 93117.

If an application is denied or approved with conditions, the applicant will receive a written adverse action notice in the form required by RCW 59.18.257.

CITY OF TACOMA PROVISIONS

For units located within Tacoma city limits, the following apply and control over any conflicting provision in this document:

- A Social Security number is not required. Alternative documentation, including an Individual Taxpayer Identification Number or other proof of identity and income, is accepted (TMC 1.95.035).
- Criminal history is evaluated on an individual basis rather than by blanket policy, considering the nature, severity, and recency of the offense, within the limits set by TMC 1.95.035.
- Income to rent ratio limits under TMC 1.95.035 apply. For units renting below the HUD Fair Market Rent, the maximum ratio is 3 times monthly rent. For units renting at or above Fair Market Rent, the maximum ratio is 2.5 times monthly rent.

- Total move in charges are limited under TMC 1.100.040. Installment plans for the security deposit, any non-refundable move in fee, and last month's rent run longer than the state schedule, up to six equal installments on a lease of six months or more (TMC 1.95.040).
- The City of Tacoma rental housing information packet is provided with the rental agreement.

APPROVAL CRITERIA

- Household gross monthly income equal to 2.5 times the monthly rent or higher
- Credit score of 600 or higher

COSIGNER CRITERIA

An applicant whose credit score is 550 or higher but who does not meet the approval criteria may qualify with a cosigner. A cosigner signs the lease and must meet both of the following:

- Gross monthly income equal to 4 times the monthly rent or higher
- Credit score of 700 or higher

A cosigner cannot cure a credit score below 550, falsification of the application, or a debt owed to a prior landlord.

DENIAL CRITERIA

An application will be denied for one or more of the following. Where noted, a qualified cosigner may cure the deficiency.

- Credit score below 550. A cosigner cannot cure this.
- Credit score of 550 to 599 without a qualified cosigner
- Household gross monthly income less than 2.5 times the monthly rent without a qualified cosigner, or a cosigner whose income is less than 4 times the monthly rent
- Falsification of the rental application. A cosigner cannot cure this.
- A judgment in favor of a landlord within the last 3 years, or a debt owed to a prior landlord. A cosigner cannot cure this.
- Two or more non-medical accounts in collections
- Less than 80 percent of accounts in good standing, excluding medical accounts
- Any open bankruptcy
- Criminal history, to the extent it may lawfully be considered under applicable state and local law

Medical debt and medical collections are not considered. Washington law voids medical debt reported to a consumer credit reporting agency (SB 5480, effective July 27, 2025).

HOLD FEE

Approved applicants pay a hold fee equal to 25 percent of one month's rent, which is the maximum allowed under RCW 59.18.253. The hold fee takes the unit off the market and is credited to the security deposit at move in. Applicants receive a written statement of the conditions under which the hold fee is retained, as required by RCW 59.18.253.

The hold fee is retained by the owner if the applicant withdraws the application after approval, if the applicant does not execute a lease agreement after approval, or if the applicant provided false or misleading information in the application.

SECURITY DEPOSIT

The security deposit is equal to one month's rent. The hold fee paid at approval is credited toward the security deposit at move in.

On written request, an applicant may pay the security deposit and any non-refundable move in fee in installments as provided in RCW 59.18.610. For a lease term of three months or longer, the tenant may elect three equal monthly installments. For a shorter term, the tenant may elect two equal monthly installments. Installments are due when rent is due. No fee, interest, or other cost is charged for electing to pay in installments.

For units within Tacoma city limits, deposits and other move in charges are also subject to the limits and the longer installment schedules in TMC 1.95.040 and TMC 1.100.040.

APPLICATION APPROVAL

Approved applicants receive an email invitation to the Resident Portal to pay the hold fee. Payment is required within 72 hours to hold the unit off the market, or the application is cancelled and the unit returns to the market.

APPEALS PROCESS

If an application is denied and the applicant believes the information the denial was based on is incorrect, or the applicant has additional information that was not considered during review, the applicant may request an appeal of the decision. An appeal must be submitted in writing within 14 days of the date of the denial notice and must state the reasons for the appeal and include supporting documentation from an independent third party. Appeals are reviewed by the General Manager within 5 business days. The unit is not held during the appeals process.

IDENTITY VERIFICATION

All applicants must submit at least one of the following forms of current, unexpired government issued photo identification: driver's license, state issued identification card, passport, or military identification. A Social Security number is not required.

INCOME VERIFICATION

Household gross monthly income must equal 2.5 times the monthly rent or higher. Where an applicant receives a rent voucher or subsidy, the voucher or subsidy amount is subtracted from the monthly rent before the income calculation is applied, as required by RCW 59.18.255. Kalles Properties, Inc does not discriminate on the basis of source of income.

Income to rent ratio limits set by local ordinance, including TMC 1.95.035 for units within Tacoma city limits, apply in place of this standard where they are lower.

All income documents must be uploaded in PDF format. Computer or mobile phone screenshots are not accepted and will be rejected as an incomplete application.

Pay stubs: the two most recent consecutive pay stubs, showing payee, pay period, withholdings, year to date earnings, and employer information.

Offer letter: accepted only for applicants employed less than one month. Must be on company letterhead and include start date and annual salary, or hourly wage with the anticipated number of hours worked per week.

Bank statements: the two most recent consecutive statements, showing deposits, withdrawals, balance, statement period, and bank contact information.

Accepted documentation by source of income:

Employment

Salary: bank statements, pay stubs, or signed offer letter

Hourly wages: pay stubs or signed offer letter

Tips, bonuses, commission: pay stubs, tax return, or W-2

Military income: LES statement

Self employed: bank statements, business owner's tax return, and business license

Assets and other income

Unemployment: most recent statement from source

Social Security: most recent statement from source or tax return

Retirement: bank statements, most recent statement from source, or tax return

Disability: award letter or most recent statement from source

Child support or alimony: award letter or most recent statement from source

Financial aid: award letter, I-20, or student loan documents

Savings account: bank statements

Investment income: tax return

Rental voucher: housing authority portion of assistance document

Government assistance: award letter or most recent statement from source

Housing assistance: housing authority portion of assistance document

Estate or trust income: distribution table or equivalent

RENTAL HISTORY

Kalles Properties, Inc verifies the most recent 24 months of rental history. Applicants must provide contact information for all current and prior landlords covering that period. Rent paid to a family member is verified through cancelled checks or bank records.

Lack of rental history is not by itself a basis for denial. An applicant with no verifiable rental history may qualify by meeting the credit and income approval criteria, or with a qualified cosigner. Rent or damages owed to a prior landlord is a basis for denial.

OCCUPANCY STANDARDS

The occupancy limit for each home is set by the applicable building and housing codes and is stated in the property listing and in the lease. As a general standard, Kalles Properties, Inc permits two occupants per bedroom plus one additional occupant per home, unless the applicable code or the property's septic, water, or land use approval sets a lower limit.

For units within Tacoma city limits, the occupancy limit is set under TMC 2.01.060 and is disclosed in the rental agreement as required by TMC 1.95.037. Familial status is a protected class and is never a basis for denial.

PET POLICY

Pet policies are set by property. The number of pets allowed, size and breed restrictions, pet rent, and pet deposit for the home an applicant is applying for are stated in the property listing and in the lease. Restrictions at a given property may be driven by the owner's insurance carrier. Where a pet deposit is charged on a unit within Tacoma city limits, it does not exceed 25 percent of one month's rent (TMC 1.100.040).

SERVICE ANIMALS AND ASSISTANCE ANIMALS

Service animals and assistance animals, including emotional support animals, are not pets. They are not subject to the pet policy and no pet rent, pet fee, or pet deposit is charged for them. Approval is conditioned on the following:

1. The applicant submits a reasonable accommodation request to Kalles Properties, Inc.
2. Where the disability or the disability related need for the animal is not readily apparent, the applicant provides reliable documentation from a person with knowledge of the applicant's disability and the need for the animal.
3. An assistance animal addendum is added to the lease.

RENTERS INSURANCE REQUIREMENT

Residents must upload a valid renters insurance policy to the Resident Portal before move in. The policy must list the leased premises address including unit number as the insured location, carry minimum liability coverage of $100,000, be effective on or before the lease start date, and list the property as an interested party. Residents must maintain coverage for the full term of the lease.

SMOKING POLICY

Smoking policies are set by property and are stated in the lease. Where a property is designated smoke free, residents, guests, employees, vendors, and all persons on the property are prohibited from smoking inside the building, in outdoor common areas, and on balconies, patios, or decks, and within 25 feet of the building. Smoking means the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or other lighted smoking equipment, as defined in RCW 70.160.020.

REASONABLE ACCOMMODATION

Applicants and residents with disabilities may request a reasonable accommodation or a reasonable modification at any point in the application process or during tenancy. Requests should be submitted to Kalles Properties, Inc in writing.

EQUAL HOUSING

Kalles Properties, Inc does not discriminate on the basis of race, color, national origin, religion, sex, familial status, disability, creed, marital status, sexual orientation, gender identity or expression, honorably discharged veteran or military status, source of income, or any other class protected by federal, state, or local law.