



*HASCO provides rental housing to qualified residents without regards to race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws.*

**MAXIMUM OCCUPANCY POLICY**

1 Bedroom = 3 persons / 2 bedroom = 5 persons / 3 bedroom = 7 persons / 4 bedroom = 9 persons

**APPLICATION PROCESS AND GENERAL REQUIREMENTS**

- Monthly gross income must equal 2 times the monthly rent. All income from all household members is included. Section 8 voucher holders must earn 2x the amount of their tenant portion
- Income limits apply. Verification of income is required. Total annual gross income for the household cannot exceed the HUD 80% AMI limit as listed per household size below:

|          |           |          |           |
|----------|-----------|----------|-----------|
| 1 person | \$77,700  | 5 person | \$119,850 |
| 2 person | \$88,800  | 6 person | \$128,750 |
| 3 person | \$99,900  | 7 person | \$137,600 |
| 4 person | \$110,950 | 8 person | \$146,500 |
- Each person over the age of 18 must complete a rental application, pay a non-refundable application fee, and provide verification of income (see income requirements)

**IDENTIFICATION REQUIREMENTS**

- All applicants must provide a valid Social Security number. Applicants without a social security number are required to submit a valid government-issued photo identification for verification.
- Photo ID for all adult household members must be verified by a HASCO associate
- Birth certificates for minors may be requested under certain circumstances

**INCOME VERIFICATION REQUIREMENTS**

- 2-4 most current consecutive paystubs
- If employed less than 30 days, a signed offer letter on business letterhead which includes hire date, position, and salary
- If self-employed, most recent signed tax return
- Verification of current (dated within the last 30 days) sources of unearned income: Public Assistance, SS/SSI, Unemployment benefits, L&I, VA Benefits and Pensions, Child Support
- Copy of any other income
- Copy of your most current bank statement(s)

**PET POLICY**

- Total number of dogs/cats cannot exceed 2 per apartment. Pet deposit and fees vary by property, inquire within.

**LEASING INFORMATION**

- Holding fees vary by property, inquire within.

**UTILITY INFORMATION**

- HASCO pays water/sewer/garbage
- HASCO pays electricity for Trillium residents ONLY
- Tenant responsible for all other utilities



## NOTICE FOR TENANT SCREENING PROCESS AND CRITERIA

HASCO does not accept reusable comprehensive tenant screening reports. Before tenancy can be approved all applicants must go through a tenant screening process. You are required to complete a rental application to be considered for tenancy. The application will be reviewed for completeness and the information included on the application will be used to generate a consumer report. The consumer report will be reviewed by the Landlord prior to approval of tenancy. The consumer report may contain any or all of the following information:

- Scored credit report
- Address history
- Criminal history search
- Sex offender registries search
- Eviction history search
- Verification of current and/or previous rental history
- Verification of employment
- Verification of driver's license status
- Verification of social security number

### CREDIT REQUIREMENTS

- Applicants may be denied when money is owed to landlords or utility companies

### PRIOR RENTAL REQUIREMENTS

- Positive rental history
- All delinquencies must be paid in full or under \$3,000 with an active repayment agreement
- Any applicant that has ever been evicted from a tenancy may be denied

### CRIMINAL HISTORY REQUIREMENTS

- Any applicant may be denied for criminal convictions or falsification of application.

### DENIAL AND APPEAL

If your application is denied due to unfavorable information received on your screening report you may:

- Request a copy of your report directly from ACRAnet. See below for instructions.
- Supply ACRAnet with proof of any incorrect or incomplete information.
- Request that ACRAnet updates your report.
- Once updated, request that HASCO re-evaluate your screening information.

The consumer report will be generated by ACRAnet, a consumer reporting agency. To obtain a free copy of your report and to dispute inaccuracies, contact ACRAnet directly:

Address: 521 W Maxwell, Spokane, WA 99201

Phone: 1-800-304-1249

Website: [www.acranet.com](http://www.acranet.com)

Email: [info@acranet.com](mailto:info@acranet.com)

Applicants may at any time request an [accommodation](#) due to a disability or VAWA related need.