

HOUSING AUTHORITY OF SNOHOMISH COUNTY

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204  
(425) 290-8499 • FAX (425) 290-5618

*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	\$50,400	5 person	\$77,800
2 person	\$57,600	6 person	\$83,550
3 person	\$64,800	7 person	\$89,300
4 person	\$72,000	8 person	\$95,050
- 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.

**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)

**OTHER POLICIES**

- Non-citizen(s) must provide a current and legitimate work visa & be reviewed based on criteria above.

**PET POLICY**

- Total number of dogs/cats cannot exceed 2 per apartment and shall not exceed 34 pounds per animal at adult age. \$150 pet deposit required.

**LEASING INFORMATION**

- Holding fee is \$300 (\$150 non-refundable administrative fee + \$150 security deposit)

**UTILITY INFORMATION**

- HASCO pays water/sewer/garbage
- Tenant responsible for all other utilities

**APPLICATION FEE(S)**

- On-line application fee is \$34 per each adult occupant, payable by credit card only.

Equal Housing Opportunity

HOUSING AUTHORITY OF SNOHOMISH COUNTY

12711 - 4<sup>th</sup> Avenue West • Everett, Washington 98204  
(425) 290-8499 • FAX (425) 290-5618

**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**

- Favorable credit will be required
- A credit report is required for all applicants and is reviewed by weighing current accounts, delinquent accounts, collection accounts, bankruptcies, liens, judgements, public records, and any other outstanding balances.
- Any bankruptcy must be closed and discharged for a minimum of 6 months. Proof of discharge required.
- Any utilities owed must be paid in full.

**CRIMINAL HISTORY AND DENIED APPLICANTS**

Any applicant will be denied for the following criminal record:

- Any felony conviction
- Any drug related conviction
- Any sex related conviction
- Any theft by check related offenses
- Any misdemeanor charges within the last 3 years
- Any applicant that has ever been evicted from a tenancy will be denied.
- Any applicant that owes previous or current landlord money will be denied.
- If an application is falsified

The consumer report will be generated by ACRAnet, a consumer reporting agency. Contact information for ACRAnet is:

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)

In the event that your application is denied or an adverse action is taken, you have the right to obtain a free copy of your report and to dispute the accuracy of the information appearing in the consumer report by contacting ACRAnet.