



*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**

- Income limits apply. Verification of income is required. Total annual gross income for the household cannot exceed the USDA Moderate Income as listed per household size below:

1 person \$92,700	4 person \$130,050
2 person \$105,150	5 person \$140,050
3 person \$117,600	
- Each person over the age of 18 must complete a rental application and provide verification of income (see income requirements).
- Unsubsidized units with Section 8 voucher applicants must earn 2 times the amount of their tenant portion. All income from all household members is included.

**IDENTIFICATION REQUIREMENTS**

- All applicants must provide a valid Social Security Number.
- Photo ID for all adult household members must be verified by a HASCO associate.
- Birth certificates for minors.

**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, 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. Required one-time \$50 pet deposit.

**LEASING INFORMATION**

- Holding fee is \$150, which will be applied as the security deposit.

**UTILITY INFORMATION**

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



#### **APPLICATION FEE(S)**

- Application fee is paid by HASCO.

#### **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 a current, active repayment agreement.
- Any applicant that has ever violated the terms of the lease or has been evicted may be denied.

#### **CRIMINAL HISTORY REQUIREMENTS**

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

#### **DENIALS AND APPEALS**

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 ACRAAnet.

The consumer report will be generated by ACRAAnet, a consumer reporting agency. Contact information for ACRAAnet 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)

Denied applicants must submit a written request for an informal hearing to HASCO within 10 calendar days of the denial letter. HASCO will schedule an informal hearing within 5 calendar days. After the informal hearing, if you disagree with the decision you may request a formal hearing within 10 calendar days.

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