



Rental Qualification Criteria (WA/SEA)

Thank you for your interest in making a home with Forge Management. We're committed to offering transparent, fair, and supportive rental experience for every applicant. The following Rental Qualification Criteria outlines the standards used to evaluate each household's application for residency. All applicants are screened equally and in accordance with federal, state, and local fair housing laws, including the Fair Housing Act, Washington Law Against Discrimination, Seattle Fair Chance Housing Ordinance, and the Violence Against Women Act (VAWA).

1. Non-Discrimination Policy

Forge Management does not discriminate against any person based on race, color, religion, sex, gender identity, sexual orientation, national origin, familial status, disability, veteran status, source of income, age, ancestry, or any other protected class under federal, state, or local law.

Reasonable accommodation and modifications are made upon request.

2. Application Requirements

All occupants 18 years of age or older must complete an application.

A non-refundable application fee of \$45 per applicant is required.

Applications must be complete and accurate. False, misleading, or unverifiable information may result in denial.

Accepted forms of identification include:

- Valid U.S. driver's license or state ID
- U.S. passport
- U.S. military ID
- Valid U.S. government-issued identification
- Foreign identification that is not U.S.-issued is not accepted
- ITINs may be used only when paired with a valid U.S.-issued ID

Forge Management does not accept Comprehensive Reusable Tenant Screening Reports (CRTSRs) as permitted under RCW 59.18.257. All applicants must complete a new screening through Entrata ResidentVerify, which includes income, identity, credit, eviction, and (where applicable) criminal history verification.

3. Screening Provider

All applications are screened through Entrata ResidentVerify, which completes:

- Credit evaluation
- Income verification
- Identity verification
- Eviction records search
- Criminal background check (where permitted by law)
- Sex offender registry screening

Forge Management follows ResidentVerify's Accept / Conditional / Deny recommendations.

4. Income Requirements & Verification

Income Standard

- Household combined gross monthly income must equal at least 2.5 times the monthly rent.
- Households using Housing Choice Vouchers or other rental subsidies must meet all other criteria except income-to-rent ratio.

Verification Methods

To ensure accuracy and consistency, income must be verified through Plaid using one or more of the following:

- Plaid bank deposit verification
- Plaid payroll verification
- Plaid-verified paystub or hire letter

Alternative Income Sources

The following may qualify when verifiable through Plaid:

- Gig workers / self-employed applicants (via bank deposit history)
- Retirement income
- Students supported by verifiable recurring deposits

Assets In Lieu of Income

- Applicants who do not meet the property's income qualification requirements through earned income alone may qualify using verifiable liquid assets.
- For purposes of determining eligibility, liquid assets may be considered in lieu of income and will be evaluated at a value equal to 2.5 times the monthly rent amount multiplied by 12 months. To qualify solely based on assets, applicants must demonstrate ownership of verifiable liquid assets.
- Examples of acceptable liquid assets may include checking accounts, savings accounts, money market accounts, certificates of deposit, stocks, bonds, or other readily accessible financial assets. Retirement accounts may be considered at management's discretion and may be subject to applicable withdrawal penalties and taxes.
- All assets must be verified through current account statements or other documentation acceptable to management. Management reserves the right to request additional documentation and to determine whether assets are sufficiently liquid and available to satisfy rental obligations.

5. Credit Standards

Forge Management does not require a minimum credit score. However, applicants may be denied for:

- Open bankruptcy
- Unpaid rental collections
- Past due landlord debt reported as collections
- Evictions within the last 7 years

6. Rental History

Evictions within 7 years may result in denial

Unpaid landlord debt is evaluated

7. Criminal Background Screening

City of Seattle Properties:

Under the Seattle Fair Chance Housing Ordinance, Forge Management:

- Does not consider arrest or criminal conviction records
- Screens only the adult sex offender registry as permitted under SMC 14.09
- Provides an individualized assessment when legally required

Properties Outside the City of Seattle:

- A full criminal background check is conducted

Applicants may request an individual assessment of the screening results in an adverse decision, consistent with HUD guidance.

8. Guarantors / Co-Signers

Guarantors may be accepted when an application receives a Conditional recommendation due to income or credit factors.

Guarantor requirements:

- Must independently earn at least 4x the monthly rent or provide proof of assets in lieu of income equal to 4x the monthly rent amount multiplied by 12 months
- Screened through Entrata ResidentVerify
- May reside inside or outside the United States
- Subject to the same verification standards as applicants

9. Occupancy Standards

To ensure comfort, safety, and compliance with housing standards, Forge Management uses the following maximum occupancy limits:

- Studio: Up to 2 people
- 1 Bedroom: Up to 3 people
- 2 Bedroom: Up to 5 people
- 3 Bedroom: Up to 7 people

Additionally, rooms must meet minimum size requirements:

- Minimum 70 sq. ft. for any sleeping room
- Rooms used for living/sleeping or cooking/living must include:
 - o 130 sq. ft. for 1 occupant
 - o 150 sq. ft. for 2 occupants
 - o Add 50 sq. ft. per additional occupant

10. Pets & Assistance Animals

Forge Management proudly welcomes pets.

Pet Policy

- Up to 2 pets per home
- No breed or weight restrictions
- \$300 refundable pet deposit

Additional non-refundable pet fees and pet rent may apply, where allowed by applicable law. No additional charges apply to approved assistance animals. Please contact the leasing office for additional information.

11. Renter's Insurance

A minimum of \$100,000 liability coverage is required. Your policy must list the landlord as an Interested Party.

Insurance is not required if:

Household income is $\leq$ 50% AMI, or

The unit is subsidized with public funds (excluding Housing Choice Vouchers)

However, Forge strongly recommends insurance to protect personal belongings.

Proof of insurance must be provided before signing the lease and moving in.

12. Deposits, Fees & Move-In Costs

We aim to make moving into your new home smooth and straightforward.

A holding deposit may be collected at the time of application to reserve the home during the screening process. If the application is approved, the holding deposit is fully refundable for up to 24 hours after the approval notification.

- Standard Security Deposit: \$300
- Conditional Approvals: May require an additional deposit up to one month's rent
- Application Fee: \$45 (non-refundable) per applicant

No other standard move-in fees apply unless disclosed by the specific community.

13. Smoking Policy

Forge Management is a 100% smoke-free housing provider. The following are prohibited inside units and all indoor/outdoor common areas:

- Cigarettes
- Marijuana
- Vaping / e-cigarettes
- Cigars
- Incense
- Any form of smoking

Some communities may offer designated outdoor smoking areas located at least 25 feet from buildings and must comply with local law. Please contact your leasing office for additional information.

14. Utilities

Electricity: Residents must establish service directly with the provider

Water, sewer, trash, and gas (if applicable): Billed back monthly via a Resident Utility Billing Service (RUBS) provider
No utilities are included in the rent unless otherwise stated.

15. Payment Methods

Electronic payments including ACH, credit/debit card, and eMoneyOrder, are strongly encouraged for convenience and timely posting.

16. Adverse Action & Rights

If your application is denied:

- You will receive an Adverse Action Notice from ResidentVerify
- You have the right to dispute inaccurate information
- You may provide supplemental evidence for reconsideration as allowed by law

You may request a free copy of your consumer report within 60 days

Submitting an application does not guarantee approval or create a lease agreement. Forge Management may update these criteria at any time to comply with changing laws or operational needs.

We're excited to help you find your next home and are here to support you every step of the way.