



Thank you for considering Olympic Rentals in your search for a new home to rent! Please review the details below prior to applying, and if you have any questions, give us a call at 360-878-0051.

Rental Qualification Standards:

- **Positive Credit Report:** Each applicant must have a positive and established credit history free of negative remarks such as bankruptcies, collection accounts, charge-offs, delinquent/late payments, or extraordinary debt levels.
- **Gross Annual Household Income:** Applicants must have verifiable household income of at least three to four times the annual rent amount, with income having been maintained for at least three months prior to application. *NOTE: For properties located in the Cities of Olympia and Tacoma, the income requirement is two and a half times the annual rent in accordance with local regulations.*
- **Employment History:** At least six months at present place of employment and/or two years of employment in the same field. Education and/or other professional history may be considered on a case-by-case basis.
- **Positive Rental and/or Homeownership History:** Each applicant must have at least two years of positive and verifiable rental and/or homeownership history. Applicants with prior evictions, unlawful detainer filings, or debts owed to prior landlords, mortgage companies or utility companies will not be considered.
- **Criminal History:** Reviewed on a case-by-case basis. If applicable, you may submit a written statement with any information that you would like us to consider.

Most property owners do not accept co-signers or other action in lieu of meeting our rental qualification standards.

Credit & Background Report provided by Orca Information Inc.

Required Documentation:

Each household member 18 years of age or older must complete the following:

- Submit a complete rental application and non-refundable application fee
- Provide the following documents (may be emailed to info@olyrents.com or delivered to our office):
 - **Photo Identification** (e.g. driver's license, military ID, employment ID, green card, passport, etc.)
 - **Income Documentation** (e.g. paystubs, LES statements, pension statements, awards letters, offer letters, etc.). For self-employment or retirement income, provide the two most recent years of tax returns.
 - **Military personnel recently assigned to the area** are required to provide a copy of military orders & local commanding officer contact (if contact is unknown at time of application, provide contact as soon as possible).
 - **Photos of Animals** (if applicable).
 - **If requesting a reasonable accommodation**, provide a written request, along with a current letter of recommendation from a qualified care provider.

Additional documentation may be required depending upon the details included in the documentation provided.

Application Verification:

Once a complete application and all supporting documentation have been submitted, we will begin verifying the information provided. This process typically takes one to two business days. If we are unable to verify all necessary information within that timeframe, we may contact you to help connect with references or request additional documentation.

Application Determination:

- **Application Approval:**
 - Upon approval of an application, a non-refundable holding deposit equal to 25% of one month's rent will be required within twenty-four hours, along with either signing of the rental agreement or a holding deposit agreement.
 - Ordinarily, a home would not be held for more than **seven days** beyond the advertised availability date. A home will not be held without an approved application, holding deposit, and signed agreement. The holding deposit will be applied toward the full rental deposit amount upon lease signing.
 - After approval and receipt of the holding deposit, all rental forms should be signed within two business days. Please be sure to contact us with any questions prior to signing. The first month's rent, deposit and any additional move in costs must be paid by the lease start date.
 - We will schedule a move in appointment in person on or near the start date of your lease.

- **Application Denial:**
 - If your application is denied, you will receive a call and/or email from our team, followed by an Adverse Action Notice detailing the reason for denial.
 - Applications for all household members will be screened together, resulting in either approval or denial of the household application. If denied, the household and each individual applicant will be ineligible for reconsideration for sixty days from the date of denial.
 - Applications containing missing or false information will not be considered. Fraudulent information leading to approval will immediately result in termination of any written agreement regardless of timeframe.
 - If you believe the denial was based on incorrect information, please submit supporting documentation showing the information is inaccurate. Our rental qualification team will review the new documents and reconsider the decision.

Portable/Reusable Screening Reports:

Due to uncertainty regarding the reliability and quality of various reusable screening reports, Olympic Rental & Landlord Services does not accept portable/reusable screening reports.

Local Rental Housing Codes (requiring disclosure prior to application):

City of Tacoma: Rental Housing Code (TMC 1.95):

<https://www.cityoftacoma.org/rentalhousingcode>

City of Tumwater: Rental Housing Code (TMC 5.75):

<https://www.codepublishing.com/WA/Tumwater/#!/Tumwater05/Tumwater0575.html#5.75>