



**RCH Investments**  
Locally Owned and Operated  
**966-6161**

## RCH INVESTMENTS RENTAL REQUIREMENTS

Thank you for your interest in an RCH Investments rental property! Before you begin, please review our rental requirements listed below for consideration of a complete application. We use a third-party for our tenant application and screening process. They complete background checks, credit checks, eviction history, and income verification. These are the four criteria that we use to identify qualified tenants and/or co-signers for our vacant properties. You will **not** need to complete an application for every property that you are interested in. Pursuant to RCW 59.18.257., we do not accept a comprehensive reusable tenant screening report.

### GENERAL REQUIREMENTS:

- Please be prepared to visit our third-party's website and pay a non-refundable \$29.00 tenant screening and application fee for each resident over the age of 18. This fee covers the cost of obtaining a consumer credit report and background check.
- All applicants are required to provide a copy of a valid, non-expired driver's license of government issued photo identification.
- Applications are not considered complete until all necessary documentation is provided. Groups of more than one applicant will not be considered until the applications from all occupants of the group are received in full.

### CREDIT RELATED REQUIREMENTS:

- Minimum FICO credit score of 650 is required.
- Bankruptcies within the past 7 years, accounts in collections, or multiple recent delinquent payments reported on your credit history may result in a denial.
- Previous evictions, unlawful detainers, and/or unpaid landlord collections may result in a denial.
- Based on the credit recommendation, the application will be accepted, denied, or accepted with conditions.
- Final recommendation will also be dependent on income, rental, employment, and criminal history.

### INCOME RELATED REQUIREMENTS:

- Each applicant must provide written verification of gross income greater than or equal to 3-times the tenant's portion of the monthly rent per household will be required by one of the following:
  - Paystubs within the past 30 days; or
  - Bank statements showing recurring direct deposits or pay deposited; or
  - Most recent tax returns for self-employed applicants
  - Employment offer letters
  - Rental assistance payments documentation
  - Official statements of additional income (SSI statements, disability, child support, public assistance, VA benefits, etc.)



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- Debt to income ratio will be evaluated based on the credit check, in addition to consideration for the incoming rent amount of the property being applied for.
- Final recommendation will also be dependent on credit, employment, rental, and criminal history.

#### RESIDENTIAL HISOTRY REQUIREMENTS:

- We ask for rental references for an applicant's current residence, as well as their previous residences, going back a minimum of 2 years. Be prepared to provide contact information for your rental references.
- Any applicant with a current dispute with landlords, prior evictions, or other unfavorable rental references may result in a denial.
- Applicants with negative rental reference, including negative rental history with RCH Investments may result in a denial.
- Home ownership will be verified through the county assessors' office.
- Final recommendation will also be dependent on credit, employment, rental, and criminal history.

#### BACKGROUND RELATED REQUIREMENTS:

- We perform background checks to see if there are items that may be of concern. Eviction, Office of Foreign Assets Control, and criminal record searches will be completed. Criminal search includes felony and misdemeanor offenses within the previous 7 years.
- We do not automatically exclude rental applicants based on criminal history. When reviewing an applicant's criminal history, we may consider: 1. The type of the crime; 2. The severity of the crime; 3. The circumstances surrounding the crime; 4. The length of time that has passed since the crime; 5. The age of the applicant at the time of the crime; and 6. Evidence of rehabilitation efforts.
- Any conviction of a crime that requires a lifetime registration as a sex offender will result in a denial.
- Final recommendation will also be dependent on credit, income, rental, and employment history.

#### CO-SIGNER REQUIREMENTS:

- The requirement of a co-signer is at the discretion of the Property Manager after an extensive review of the tenant's rental application.
- A co-signer needs to complete the screening and application process and is required to pay the \$29.00 screening and application fee. A co-signer must meet all the above listed requirements.
- Co-Signers must earn five times the monthly rent.



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#### EMOTIONAL SUPPORT/SERVICE ANIMAL REQUIREMENTS:

- Pets are not permitted at any of our properties.
- All requests for any type of assistance animal (service/ESA/companion) must be submitted to our office for screening to ensure the accommodation requests meets the FHAct guidelines, prior to the start of tenancy. Please provide the animal's information on your application. For your application to be considered complete, you must complete this process for approval of your Assistance Animal. Failure to disclose the existence of an ESA or Service Animal prior to the beginning of tenancy, may result in a notice to vacate after the start of tenancy, per RCW 59.18.650. section (l), Please note, this does not apply if you notified us as outlined and the assistance animal did not pass the approval process.
- Service and emotional support animals be always under the control of their owner.
- Care, supervision, and cleanup are the responsibility of the emotional support animal's owner.
- Emotional support animals must be housebroken.
- The owner must provide up-to-date vaccination records.

The following may result in immediate denial of an application:

- False, incorrect, or misleading information.
- Harassment or aggressive, rude, or hostile treatment of any Summit Crest Construction or RCH Investment employee during any stage of the application process will not be tolerated and will result in the immediate withdrawal of your application and your application fee will not be refunded.

#### APPLICATION PROCESS

- After reviewing our rental requirements, if you have questions and/or concerns, please contact our Property Manager at 509-966-6161, Please address these questions and/or concerns prior to applying, online as all application fees are non-refundable.
- Omitting any section of the application and/or the instructions provided by our third-party vendor may delay the processing of your application and may potentially result in your application being denied.
- The next step in the process is to pay the \$29 application and screening fee and complete the third-party application online. Once you have completed the application online, we will receive notification from our third-party vendor. Please allow a minimum of two business days for processing of your application.
- Once approved, tenants are notified via phone or email. For us to secure the unit for you and remove it from our market rental listings, we require a holding deposit within 48 hours from the date the application is approved. The holding deposit is equal to the amount of the security deposit for that specific property. Should you decide to cancel, you may forfeit all or a portion of the deposit. Security Deposits must be paid in certified funds-money orders or cashier's checks. All payments are payable to RCH Investments, LLC.
- If your application is denied, you will be notified in writing or via email.



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- Once we have received the Security Deposit, we will schedule a time to review and sign the lease and complete an Inventory and Condition Form.
- At the time of move-in, first and last month's rent is due. If you move in after the first of the month, your first month's rent will be prorated, and the full rental amount will begin on the first of the following month.
- Please note, at the time of lease signing, you will need to provide proof of rental insurance. All residents must be listed on the rental insurance and RCH Investments needs to be added as additional interest for it to be considered valid.
- Please respect that RCH Investment properties are all non-smoking properties. This includes all forms of tobacco, marijuana, and vaping. Any smoking needs to be at least twenty-five feet away from the building.