

	<b>Credit</b>	<b>Criminal</b>
<b>Approved</b>	600+ NO CURRENT DELINQUENT ACCOUNTS NO COLLECTIONS/CHARGE OFFS PAST 12MO	See full list of Criminal Categories on our Website.
<b>Approved w/ Double Deposit</b>	<u>600+ DELINQUENT/COLLECTIONS/CHARGE OFFS</u> 550-599 OR NO CREDIT	See full list of Criminal Categories on our Website.
<b>Denied</b>	-Below 550 -EVICTION -OPEN BANKRUPCY -UNPAID COLLECTIONS on apartment OR property management	See full list of Criminal Categories on our Website.

***\*Any application may be reviewed by Hometown Property Management for any exceptions to be allowed.***

### ***Making Application on a Home***

- Each resident over the age of 18 must submit a separate rental application, including married couples. Applications for all residents must be submitted to be complete. Your rental application will be good for 30 days and cost \$35 per application.
- Our application process is completed online and requires a credit card to make payment. If you do not have a credit card or access to a computer, please contact our office.
- You will be required to provide a copy of a valid government-issued form of identification, proof of income, and pictures of any pets or assistance animals with your application. An application submitted without this information will be considered incomplete.
- **Completed** applications are processed on a first come, first serve basis. All applications are time stamped and will be processed immediately when in first position. Back-up applicants will have 24hrs to respond once in first position before moving on.

### ***Income Requirements***

- Annual Gross Income must equal or exceed 3 times the annual rent amount.
- Income verification is required with your application. An application submitted without income verification will be considered incomplete.

### ***Pet and Assistance Animal Policy***

- HPM requires the following information about your pet or assistance animal at the time of application: breed, weight, age, and a picture of the animal. An application submitted without this information will be considered incomplete.
- Please see a list of restricted breeds on our website.
- If you have an assistance animal, you will also need to provide a letter from a medical professional along with HPM's Request for Reasonable Accommodation which is available on our website or upon request.

### ***Section 8***

- The following information applies to Thurston County Housing Authority. HPM works with and accepts vouchers from other Housing Authorities and other Assistance Programs. Each Housing Authority/Program has their own specific regulations and requirements. Applicant must notify and provide documentation of specific assistance program at time of application.
- If you are using a housing voucher, contact information for your case manager is required with your application.
- The rent amount must not exceed your voucher amount.
- Once approved, you will have 24hrs to provide a housing packet for HPM to fill out. You will have an additional 24hrs to deliver the packet to Thurston County Housing Authority.

### ***Once applicant is approved***

- If the home is vacant, the lease must be signed, and first month's rent and deposit paid within 2 business days.
- If the home is occupied, the holding fee must be paid within 2 business days and the lease signed within 2 business days of the availability date.
- If you have Section 8, your lease start date will be determined by the Housing Authority providing the first month's rent.

***\*Please see our website or contact our office for additional information.***