



PORCHLIGHT

PROPERTY MANAGEMENT

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Thank you for your interest in a PPM property. Below, you will find the instructions and criteria required for applying for a property managed by PPM. It is important that you read the information below prior to making an application to understand what is required for renting the property. If you have further questions, contact PPM at (360) 306-8177.

General Application Requirements

- Separate applications: it is a requirement that each applicant fill out a separate application and is 18 years of age or older.
- Complete applications: it is required that applicants complete the entire application. Failure to supply information can mean denial of the application.
- Signed applications: PPM accepts only signed applications.
- Cosigners: A cosigner has to be approved by porchlight first. If a cosigner is approved, the person applying as a co-signer must complete a cosigner application. This is the same application that was used for the original applicant. It is not company policy to accept a cosigner unless there are extraordinary circumstances and PPM obtains approval from the owner. Co Signer must make a minimum of 3 times the amount of rent including any mortgage payments and/or credit obligations with a required credit score over 700.
- Caregivers: if any tenant residing on the property requires a caregiver, the caregiver must also be 18 years or older, fill out an application, and sign a caregiver agreement prior to occupancy.
- Reasonable accommodations: if the applicant or any persons on the application require reasonable accommodations because of a handicap, the applicant must supply proof of the disability with the application. Applicants must submit a PPM Request for Reasonable Accommodations with the application.
- Support animal: if any tenant or resident requires the assistance of a support animal, it must be disclosed on the application and the tenant must apply at <https://porchlight.petscreening.com> and supply documentation proving the animal is a legitimate support animal.
- Application selection: PPM processes applications after receipt. Selection is not a first-come, first-served process.
- Verifiable identification: when applying, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Application submission: Apply online on our website, or deliver applications to: Porchlight Property Management, 519 Front Street, Suite A, Lynden, WA 98264. If mailing an application, please call (360) 306-8177, for instructions.

The Application/Processing Fee

- A \$41.20 application fee is required per application, without exception, and is non-refundable.
- A \$41.20 application fee for cosigners is required as well and is non-refundable.
- This fee is to cover the costs incurred while processing the application.

Basic Criteria

- The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

Income

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- PPM must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

Credit

- PPM obtains a credit report for all applicants and does not accept copies of credit reports from applicants, no exceptions.
- PPM Requires a minimum credit score of 650 for each applicant.
- PPM accepts discharged bankruptcies, if the prospective tenant has re-established good credit and the bankruptcy is more than 5 years old.
- Negative credit reports can be grounds for denial of an application.

Rental History or Property Ownership

- PPM requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven.
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

Acceptance / Denial

- PPM notifies applicants of acceptance or denial within 3-5 business days of application unless PPM cannot complete verifications. If more documentation is required, PPM will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the PPM Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

Responsibility of Applicant

- It is the responsibility of the applicant to inquire from Porchlight PM about any information on the application that they do not understand.
- If notified, it is the responsibility of the applicant to accept the offer to rent by submitting a holding deposit and/or security and signing a lease.
- If you have further questions, please call (360) 306-8177 for instructions.