



Procedures for a Trouble-free Tenancy



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(A misnomer)



The need to screen all applicants

Stories I've Heard



*The tenant was a friend's
son/daughter/mother/brother/
best man/hairdresser ...*

so I didn't screen them.

In almost every story I hear where the landlord was taken advantage of by the tenant ... the landlord was just trying to be nice, or in a hurry ... or the applicant looked good.

Tenant Screening

Briefly:

Traditional Screening (MOCO) vs. MyScreeningReport

- Rental Criteria (will or will not accept portable screening)
(Be sure to have applicant view property before beginning screening)
- Applicant Identity Check (what is “proper legal photo” ID)
- Credit Report & Score
- Expanded Criminal & Eviction Searches
- Rental & Employment Verifications

What we know:

- WE KNOW we must treat everyone the same, and we can't steer (example: I have another unit that would better for (families, singles, elderly, etc.) *Federal Fair Housing Act and WA State Human Rights*)
- WE KNOW we must include our sample criteria when we give the prospective tenant an application, and keep the signed copy in the tenant file, whether or not you rent to them.
- WE KNOW we cannot discriminate against protected classes. (*See Federal Fair Housing Act*)
- WE KNOW we must all have policies in place that we follow with every applicant so we can avoid a discrimination suit (*Wilma Cartegena and Human Rights Commission*)
- WE KNOW that the Seattle area is trying to pass a law stating that a landlord **must accept the first qualified applicant**. We agree that best practice is to screen in the order received, date and time written on the application.
- WE KNOW about the Adverse Action Notice (RAWV Form #12) requirement when a tenant does not meet your criteria. You must mail a copy of the form to the applicants.



You Accepted A
Qualified Tenant –
Congratulations!

Now What?

Roni's Rule #1

DOCUMENT EVERYTHING!

- Create a folder for each tenancy, which will include all documents (applications, rental contracts, utility receipts, etc.)

If you put names of authorized tenants, move in date, amount of rent, amount of deposit/refundable it makes it easy to quickly confirm details.

- Use a notebook (or sticky notes) for all conversations (phone or in-person):
After a phone call or meeting tenant for any reason, document the conversation as best you can, what was agreed to, arrangements for repairs, etc.
- Screenshot text messages and email them to yourself. Keep in tenant's folder.
- Save/Print emails, and keep any all documentation pertaining to tenancy.
- Green Options: make everything digital (Doxie)

Contact Tenant

- Tell them they meet your criteria and offer them the unit
- Compile the necessary documents for tenancy and
- Arrange a meeting to sign rental contract and addendums, and receive deposit/fees/rent.

Signing a lease can be a very chaotic and stressful process. It is imperative that the landlord and tenant are not rushed through this process. Schedule a meeting when both parties can spend time going over the documents carefully.

Collect money first, and give them a receipt. You don't want to spend hours going over forms only to find out they do not have the funds. It is more important to have the deposit paid in full prior to move-in as it is hard to collect it once they are in the unit. Consider Prorating rent to the first of the month.

HB 1964 (in effect June 11, 2020) allows the tenant to pay certain sums in installments, when request is received in writing.

Required Documents

#1) Rental Contract (Month to Month or Lease)

- Lead Based Paint Disclosure & Booklet (pre-1978 housing)
- Fire Safety Disclosure (Smoke Detection/Carbon Monoxide)
- Mold and Mildew Addendum plus “Got Mold?”
- Holding Fee (if applicable)

#2) Inspection Report (Move In/Move Out)

Rental Contract

Month to Month vs Lease:

- Month to Month (RAWV Form #2) offers Landlord (and tenant) more flexible options to end tenancy, also to change the rents and rules of tenancy.
- Lease (RAWV Form #60) offers a longer-term tenant, and can help control when vacancies occur.

Pre-1978 Housing

Lead Based Paint Disclosure and Booklet is required for housing built before 1978

- Lead-Based Paint Disclosure (RAWV Form #1A)
- Lead-Based Paint Booklet (RAWV Form #1B)

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention

Fire Safety Disclosure

Smoke Detector and Carbon Monoxide Detector, plus Fire Safety (RAWV Form #50)

Carbon Monoxide Education Handout (RAWV Form #44)

Form #50 notes the presence of Smoke Detectors and Monoxide Detectors, as well as Fire Sprinkler System, Fire Alarm System, Smoking Policy, Emergency Evacuation Plan, Emergency Relocation Plan, and Emergency Notification Plan.

The form also mentions fees to tenant for failure to maintain detectors in working order, and grounds for termination of tenancy.

Mold and Mildew

Mold and Mildew Addendum (RAWV Form #21)

Got Mold? (RAWV Form #21-A)

[RCW 59.18.060](#) Section 12 explains that Landlords are responsible for maintaining rental units, including fixing building problems such as water leaks and ventilation or heating defects which may lead to moisture problems. Landlords must notify their tenants about the health hazards associated with exposure to indoor mold and ways to control mold growth in their dwelling units.

Recommended Documents

(In no particular order)

- Landlord Tenant Law Summary (RAWV #17)
- Renters Insurance Information (RAWV Form #20)
- Rules of Occupancy (RAWV Form #22) **(Make this your own!)**
- Crime Free Housing Addendum (RAWV Form #31)
- Move Out Charges (RAWV Form #32)
- Summary of Funds Received & Amounts Still Due (RAWV Form #33)
- Pre-Occupancy Checklist (RAWV Form #36)
- Bed Bug Addendum (RAWV Form #56)
- Utilities Transfer (RAWV Form #59) **(Before Turning Over Keys!!)**
- Deceased Tenant Representative (RAWV Form #61)

Recommended/Necessary Documents

(When Applicable)

- Pet Agreement and Deposit Addendum (RAWV Form #9)
- Air Conditioning Instructions (RAWV Form #16)
- Lawn and Yard Maintenance & Care Agreement (RAWV Form #28)
- Military Clause Addendum (RAWV Form #34)
- Septic System Agreement (RAWV Form #37)
- Garage Addendum (RAWV Form #43)
- Satellite Dish Addendum (RAWV Form #45)
- New Carpet Agreement (RAWV Form #58)

Cosigner and Co-Tenant Documents

- Cosigner Agreement (RAWV Form #5)
- Co-Tenant Damage/Security Deposit & Fees Addendum (RAWV Form #10)
- Co-Tenant Agreement (RAWV Form #23)

Inspection Report

The Move-in Inspection (RAWV Form #14 or #14-A) must be completed and signed by Landlord and at least one adult tenant (contract signer) if you want to retain any cleaning/ damage/security deposits, and you cannot collect deposits without doing a walkthrough.

Be sure that during the inspection report that all appliances are tested, the locks have been changed between tenants, test the smoke detectors/carbon monoxide detectors, and the hot water temperature must be set at 120 degrees.

Ask the tenant to note in writing any pre-existing defects in the property, and keep your own photos (date-stamped) of the property's move-in condition.

Review All Documents

- Check signatures and initials
- Have tenant transfer utilities into their name as spelled out in your contract/rental agreement.
- Once they have provided a receipt showing the service has been put in their name, you can hand them the keys.
- Every adult signer must be supplied copies of all documents.



Roni's Rule #2

DOCUMENT EVERYTHING!

Returning Deposit

- You must return the tenants deposit (or accounting of expenses charged against deposit) within 21 days after end of tenancy (RAWV Form #15)



Review Forms and Q & A

Thank you!