

ADVERSE ACTION NOTICE

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

This notice is to inform you that your application has been:

\_\_\_\_\_ Rejected

\_\_\_\_\_ Approved with conditions:

\_\_\_\_\_ Residency requires an increased deposit

\_\_\_\_\_ Residency requires a qualified guarantor

\_\_\_\_\_ Residency requires last month's rent

\_\_\_\_\_ Residency requires an increased monthly rent of \$\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Adverse action on your application was based on the following:

\_\_\_\_\_ Information contained in a consumer report (The prospective landlord must include the name, address, and phone number of the consumer reporting agency that furnished the consumer report that contributed to the adverse action.)

\_\_\_\_\_ The consumer credit report did not contain sufficient information

\_\_\_\_\_ Information received from previous rental history or reference

\_\_\_\_\_ Information received in a criminal record

\_\_\_\_\_ Information received in a civil record

\_\_\_\_\_ Information received from an employment verification

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Agent/Owner Signature

*This page is simply informational for the landlord. Do not provide it to the prospective tenant.*

In Washington residential landlords are required to notify all prospective tenants in writing or by posting of the following:

- 1) the types of information the landlord will access to conduct the tenant screening
- 2) what criteria may result in denial
- 3) the name and address any consumer reporting agency used and the tenant's right to a free copy in the event of denial or other adverse action, and to dispute the accuracy of any information in the report

The landlord may charge a prospective tenant the costs incurred in obtaining a tenant screening report. If a landlord conducts its own screening the landlord may charge an amount not exceeding the customary costs charged by a screening service in the area.