



APPLICATION TO RENT

INCLUDING SCREENING GUIDELINES AND AUTHORIZATION FOR RELEASE OF INFORMATION

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APPLICATION PROCESS

- We offer an Application form to everyone.
- We review completed Applications in the order in which we receive them.
- We may require up to **10** business days to verify information on an Application.

NONDISCRIMINATION POLICY



- We do business in accordance with Fair Housing Law.
- We do not discriminate among Applicants based on membership in a protected class including, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, familial status, source of income, or any other protected class as defined in any federal, state or local law.

APPLICATION SCREENING GUIDELINES

Complete Application

- Each Applicant over the age of 18 must submit an individual Application.
- Applications must be signed and dated. We will not review incomplete Applications.
- Applicants must show two pieces of identification reasonably calculated to confirm identity. One must include a photograph.
- We will accept the first qualified Applicant(s).

Prior Rental History

- Favorable rental history of **2 years** must be verifiable from unbiased and unrelated sources.
- No evictions within the past five years. We do not consider evictions which took place five years or more ago, nor do we consider evictions which resulted in a dismissal or a general judgment for the Applicant. We also do not consider eviction judgments that were rendered during the COVID-19 Protected Period (April 1, 2020 - February 28, 2022).
- Applicants must provide the information necessary to contact past Landlords.

Income/Resources

- Household income shall be at least **2.5 times** the Rent (excluding utilities).
- Income must be verifiable through pay stubs or employer contact; award letters for Social Security, alimony, child support, public assistance, utility or housing assistance; current tax records; or bank statements.

Credit History **Credit score of at least 660 Required for income to be counted.**

- We may require you to submit a copy of your credit report obtained within the past 30 days.
- Negative credit reports may result in denial of Application. Negative reports include, but are not limited to: late payments, collections, judgments, total debt load, and pending bankruptcy excepting nonpayment balances that accrued during the COVID-19 Protected Period (April 1, 2020 – February 28, 2022).

Criminal History

- Criminal convictions or pending charges which may result in an Application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety or right of peaceful enjoyment of the premises by the Residents or Owner/Agent but not including pending charges or crimes that are no longer illegal in the state of Oregon, or charges that are pending but for which the Applicant is presently participating in a diversion, conditional discharge or deferral of judgment program on the charges.
- Criminal history will be evaluated on a case-by-case basis, taking into consideration the nature and severity of the incidents that would lead to denial, the number and type of incidents, the time that has elapsed since the date the incidents occurred, and the age of the individual at the time the incidents occurred.
- Applicants are encouraged to provide Supplemental Information to explain, justify or negate the relevance of potentially negative screening outcomes.

Explanations/Exceptions

- All Applicants may submit a written explanation with their Application if there are extenuating circumstances which require additional consideration.
- If, after making a good faith effort, we are unable to verify information on your Application, or if you fail to pass any of the screening criteria, the application process will be terminated.
- Exceptions may be made for Applicants with increased Deposits or qualified Co-Signers at the sole discretion of the Owner/Agent.

**FALSIFICATION OR MISREPRESENTATION OF ANY PART OF THE APPLICATION
WILL BE GROUNDS FOR DENIAL.**

