



## **SCREENING CRITERIA – RENTALS NOT LOCATED IN THE CITY OF PORTLAND**

### IDENTIFICATION

- Copies of 2 Forms of Government issued photo identification.

### PRIOR RENTAL HISTORY

- Positive rental history or home ownership of at least 3 years; must be verifiable and a real property rental with a written rental agreement between all parties.
- Any eviction judgment less than 5 years old will result in application denial.

### SUFFICIENT INCOME/RESOURCES

- Household gross income must be three (3) times greater than the total rent.
- Unpaid utility bills or collection accounts in excess of \$500 (excluding medical) are grounds for denial.
- Employment and/or income/resources must be verifiable through pay stubs, employer contact, current tax records and/or award statements.
- A co-signer may be accepted for income purposes only. A co-signers gross income must be at least three (3) times greater than the total rent, have gainful employment, and wages must be garnishable.

### CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

- Past criminal convictions for offenses that are deemed a danger to neighbors or the property may be grounds for denial.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

### APPLICATION/SCREENING PROCESS

- Rental applications will not be processed until applicant(s) have viewed the unit. If you have not yet done so, call 503-706-6238.
- Any information that is incomplete, inaccurate, or falsified will be grounds for denial of the application or subsequent termination of tenancy.
- The application screening fee is \$50/adult applicant.
- We review completed applications in the order in which they are received.
- Each adult (age 18 and older) must complete an application individually.
- We exercise the right to deny any applicant based on the manner in which our staff is treated.
- Upon application approval, applicants have 72-hrs from the point of contact to execute Agreement with the payment of a Deposit to Hold.

### DEPOSITS AND FEES:

Minimum Security Deposit equal to one month's rent or as stated in property listing

Additional Security Deposit w/pet: \$300 with owner approval

Security Deposit with real bad credit: 2x the rent

Lease terms: 12 months

Late Rent Payment Fee: \$75

Lease Break Fee: 1.5 times monthly rent

Insufficient Funds Fee: \$35 plus bank charges

Smoke Alarm/CO Alarm Tampering Fee: \$250

Non-Compliance Fee: \$50