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## **Tenant Screening Criteria And Rental Policies**

In order to keep our properties great places to live in, we thoroughly screen all applications received. We comply with all federal, state, and local laws concerning Fair Housing. We do not discriminate against an applicant based on race, color, religion, sex, sexual orientation, national origin, marital status, family status, or source of income. Please review this screening criteria **BEFORE** applying and submitting an application to ensure that you qualify and meet all requirements. If you have any concerns, please let us know **BEFORE** you submit an application.

- The application fee is non-refundable once the background check has been completed; this is the first step in the screening process.
- Property applications are screened on a first-come, first-serve basis and date stamped upon submission.
- Applications are not considered complete until each applicant 18 years and older has fully submitted all required information and documents.
- If the application is incomplete, we will immediately move on to the next set of applications.
- Please submit only one application per person; we may be able to transfer your application(s) to another available Innovative property if requested.

### ➤ **General Requirements:**

- A. Government issued identification with a photo is required. Acceptable ID includes a Driver's License; State issued ID card, and passport.
- B. We are unable to run credit reports and process applications without a valid social security number or ITIN and a current US address. Exceptions to this would be if the lease is under the name of a major Corporation, or if the applicants have documentation of residency, or have an approved and current work visa.
- C. A non-refundable application fee of \$60.00 is required for each adult or emancipated minor and must be paid in the form of a cashier's check, money order, or online at [www.ipmdowntown.com](http://www.ipmdowntown.com). This fee pays for the credit and criminal reports as well as the process of obtaining rental references.
- D. Applicants must be able to enter a legal and binding contract.
- E. Only complete applications will be accepted. Applications are not considered complete until every applicant 18 years and older has **fully** completed their application and submitted all required information and documents for proper I.D., required proof of income, and rental or home ownership history.
- F. Each applicant 18 years or older will be required to apply and qualify individually; the denial of one applicant will result in the denial of all applications for that group.
- G. Applications could result in a denial for the following reasons: unpaid, incomplete, inaccurate or falsified information, or does not meet the screening criteria. The application is not considered complete until each party has fully completed their application.

H. The lease start date must begin within 2 weeks from the submission of your application or when the property is ready for occupancy, whichever comes later.

➤ **Credit Requirements:**

- A. Credit score requirement is **640**.
- B. Credit reports with “No Credit Score” or “N/A” are acceptable if there are no other negative items in the overall application. An additional deposit equal to 50% of the monthly rent will be charged per applicable applicant. If there are any negative items noted, the application will be denied.
- C. A credit report showing 3 or less negative information such as collections, judgments, liens, garnishments or past due accounts will only be considered with a credit score of **at least 640** and an additional deposit equal to 50% of the monthly rent will be charged per applicable applicant. If there are 4 or more negative accounts, the application will be denied.
- D. Any history related to unpaid debts at any time (including utilities) to a previous private landlord or property management company will result in the automatic denial of the application. Exceptions stipulated in SB 282.
- E. A discharged bankruptcy or foreclosure/short sale of your home within the last three years will require an additional security deposit equal to 50% of one month’s rent. Pending bankruptcies are grounds for denial.

➤ **Criminal History:**

- A. Upon receipt of the rental application and screening fee, Innovative Property Management, LLC will conduct a search of public records to determine whether applicant or any proposed resident or occupant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime: person crime: sex offense: crime involving financial fraud, including identity theft and forgery, any other crime if the conduct for which the applicant was convicted or is charged with, is of a nature that would adversely affect property of the landlord, tenant or the health, safety, or right to peaceful enjoyment of the premises of residents. Each applicant will be screened on a case by case basis considering the nature of the conviction, date of conviction, completion of any rehabilitation programs and other material facts.

➤ **Income Requirements:**

- A. Gross monthly income must be at least **2.5 times** the stated monthly rent and may be combined between financially responsible applicants. Income must be from a legal verifiable source with a history of at least **6 months work history**. Monthly income must be verified by paycheck stubs, retirement documentation, documented spousal support/child support with bank statements, trust accounts, social security, unemployment, Housing Vouchers, welfare (SNAP, TANF), or grants and loan documents. Newly employed applicants will be required to show an offer letter of employment on corporate letterhead and pay an increased deposit of 50% of the monthly rent due to not meeting the 6 month work history requirement. Please Note the following to avoid an incomplete application:
  - a. Screenshots of portions of pay stubs or bank accounts are not acceptable
  - b. Paystubs submitted should show gross monthly income received.
  - c. Pay stubs from half of the pay period is not sufficient
  - d. Pay stubs must show the applicant's full name and dates of pay period.
- B. If the applicant holds a housing voucher, proof of income should show they make at least 2.5 times their portion of the rent. Proof of income must be legal and verifiable. The current year voucher **MUST** be presented at the time of application to consider the application complete. Applicants are responsible for knowing the rent amount they are approved for.
- C. Self-employed applicants must show a recorded business name or Corporate filing sufficient to meet verification of employment. Most recent tax return and 6 months of recent bank statements, will be required to show and match the declared business income in the application.
- D. Applicants without a source of income must show liquid assets equal to 2.5 times the annual rent.

- E. We do not accept co-signers, however the application may be considered if the applicant is a full-time student with their parent co-signing; a parent must meet the screening criteria and is willing to be screened and be on the lease agreement.

➤ **Rental History:**

- A. A positive rental history of at least 3 years is required. Two years of rental history will be accepted with a positive current AND positive past rental reference from a third-party source and unrelated to the applicant. If one tenant does not fully meet the rental history requirements, some exceptions may be made, on a case by case basis, with an increased deposit equal to 50% of the monthly rent.
- B. If you are a homeowner or recently a homeowner without rental history, proof of home ownership for at least 2 years is required. **Any** negative mortgage history is grounds for denial.
- C. Rental references must be from a third party source, not related to the applicant.
- D. Applicant must have been on the lease agreement.
- E. Rental history reflecting more than 3 late payments, 72-hour notices, or outstanding balance will result in an automatic denial of the application. Exceptions in SB 282
- F. If a landlord gives a negative reference or there are documented complaint(s), or if they refuse to give a reference, the application will be denied.
- G. A balance owed on a previous rental will result in denial of the application. A paid balance will require an additional security deposit equal to 50% of the monthly rent along with a positive rental reference.

➤ **Application Process:**

- A. The application/screening process typically takes 1-3 days business days.
- B. Before submitting an application, you are required to tour (virtual or in-person) the property or speak with a leasing agent. Tour links are provided within the marketing ad for the property or on the vacancy page: [ipmdowntown.com/vacancies/](http://ipmdowntown.com/vacancies/)
- C. If the application is approved, the lease agreement will be prepared and sent to incoming tenants and must be signed electronically within 48 hours. Once the lease is signed, the security deposit will be due within 24 hours. The security deposit can be paid online through the tenant portal. However, if the lease start date is within 7 business days, certified funds (no cash) are required to be dropped off at our office at 5295 NE Elam Young Pkwy #110, Hillsboro, OR 97124. If approved applicants are from out of town, please take a picture of the security fund going into the mail and overnight it with a tracking number. Failure to sign the lease or submit the security deposit within the necessary time frame, may result in the cancellation of your application.
- a. Upon application approval and for some properties, applicants can opt into applying for the Obligo alternative security deposit free program. Upon approval in the Obligo program, there will be addendum included in the Lease Agreement. For more information about the program go to: <https://myobligo.com/>
- D. Tenants are to make sure that ALL utilities they are responsible for are transferred into their names as of the lease start date. This is important as some utilities may not be on and it can take several days to have utilities turned back on. Failure to do so is a lease violation.
- E. The lockbox code will be provided via email upon move-in requirements being completed: prorated rent or first month's rent paid as applicable, applicable utilities in the tenant's name, and renter's insurance provided or paid for if provided through us.
- F. In lieu of a move-in walk through, a pre-move-in condition report will be shared through the tenant portal at move-in and must be signed within 1 week. Pictures and additional notes missed in the inspection report may be emailed to the respective pod team and they will be added to the report. Urgent maintenance items that need to be addressed should be submitted through the tenant portal.

### ➤ **Denied Applications:**

- A. If your application is denied due to negative or adverse credit and the information is incorrect, you may dispute the report by contacting the credit reporting agency listed on the denial letter.
- B. If your application is denied due to rental references or lack of verifiable income, you may contact the screening company, Bemrose Consulting, for an explanation of the disqualifying factors. They can be reached at 503-419-6539 or [customerservice@bemroseconsulting.com](mailto:customerservice@bemroseconsulting.com). Please note that the screening company does not process appeals.
- C. If your application has been denied and you believe you qualify as a resident under the criteria outlined above, you may write to us at: Appeals Manager, Innovative Property Management at 5295 NE Elam Young Parkway, Suite 110, Hillsboro, OR 97124. Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing. Your application will be reviewed within seven business days from the date your letter was received. You will be notified in writing of the outcome.
- D. Appeal of application denial for criminal conviction:
  - 1. Per ORS 90.304 all applicants who have a disqualifying criminal conviction will be subject to an individualized assessment.
  - 2. If your application has been denied due to a conviction, you may contact the screening company, Bemrose Consulting, for specific details on the convictions found.
  - 3. If you wish to appeal a denial which was based on a conviction, you must meet all other application criteria and the appeal must be submitted in writing. Please provide all supporting documentation with the request.
  - 4. Supporting Documentation can include: letter from Probation or Parole office, Therapist, Counselor, Caseworker, Employer (with proof of employment) or a Certificate of Training, treatment, or rehabilitation completion.
  - 5. The Appeals Manager will review your documentation for evidence of mitigating factors, age when convicted, nature of the conviction, tenant history, history since the conviction, time since release or end of parole, and completion of rehabilitation programs.
  - 6. The Appeals Manager will supply results within reasonable time to the applicant.
  - 7. The unit will be held for a reasonable time during the appeals process unless another application was received for the home prior to the appeals process request.

### ➤ **Occupancy Policy:**

- A. Two persons are allowed per bedroom plus one extra in total. (i.e. 3 bedroom maximum occupancy is 7) An exception will be made for a child under 2 years old sharing a bedroom. Bedrooms are defined as a space primarily used for sleeping, with at least one window and a closet for clothing.

### ➤ **Animal/Pet Policy:**

- A. Upon submitting an application, each applicant is required to complete and have an active pet screening profile at [hollandprop.petscreening.com](http://hollandprop.petscreening.com). The application is not considered complete until this step is also completed.
- B. For properties that are pet-friendly, the following guidelines apply:
  - 1) Make sure you have chosen a unit or property that allows a pet and that your pet is of a qualified size. Exotic animals are not allowed.
  - 2) All pets must have an active, fully completed profile at [hollandprop.petscreening.com](http://hollandprop.petscreening.com). Please use the

above link or direct link in the application so that your pet's profile will be shared with us.

- 3) No more than two pets per property are accepted with exceptions on a case by case basis with the owner's approval.
- 4) All pets must be able to be restrained by a leash, in a carrier or cage.
- 5) For non-service animals and pet-friendly properties, the pet deposit is \$500 per pet and the monthly pet rent is \$25 per pet.

#### C. Companion/Service/Assistance/Therapy Animal

- 1) Applicants must fill out a service animal pet profile at [hollandprop.petscreening.com](http://hollandprop.petscreening.com). Applications will not be approved until the ESA application has been approved.
- 2) Please be prepared to submit a letter showing the current year from an authorized provider/source describing how the animal serves a function directly related to the disability. The authorized provider/source may be a medical professional, peer support group, a non-medical service agency or reliable third party. This individual must be intimately familiar with the applicant's personal history and the limitations posed by the disability.
- 3) While there are no limits on the number of service/companion animals a person with a disability can have, housing providers can impose limitations on the requests of multiple service/companion animals based on what is necessary for you to have full use and enjoyment of the unit.
- 4) There will neither be an additional deposit nor pet rent that will be charged for the ESA but the tenants will be held responsible for any damages caused by the animal. The animal must be housebroken, not have any history of aggression and is required to be under the tenant's control at all times.
- 5) [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/assistance\\_animals#\\_Obligations\\_of\\_Housing](https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals#_Obligations_of_Housing)

#### ➤ **Smoking Policy:**

A. Our units are smoke-free. Smoking or vaping of any type will NOT be permitted on the premises, including the garage. Growing cannabis on any part of the premises, including common areas, is prohibited.

#### ➤ **Disabled Accessibility:**

- A. To accommodate a disability, the existing premises may be modified at the expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition prior to moving out. BEFORE any modifications can be made, Innovative Property Management, LLC must approve all modifications in writing, and of the contractors performing the modifications. Any permits or licenses required must be provided to Innovative Property Management, LLC: [Reasonable modification letter](#)
- B. A person requesting a reasonable accommodation must submit a request for an exception, change, or adjustment to a rule, policy, practice, or service of a disability.
- C. Landlord may request reliable disability-related information that is necessary to verify that the person has a physical or mental impairment that substantially limits one or more life activities, describes the needed accommodations, and shows the relationship between the person's disability and the need for the requested accommodation. Information must come from a qualified professional familiar with the tenant and tenant's disability.

➤ **Summary of Lease Terms, Conditions And Fee Structure:**

- A. Application Fee: \$60.00 per person over 18 years old or emancipated minors.
- B. Renter's insurance (with at least \$100,000 liability coverage) will be required of all tenants. Innovative Property Management, LLC must be listed as an "Interested Party" to the policy with our address information provided to the insurance company. Proof of that insurance will be required at move-in, unless your household income is less than 50% of the area's median income. Documentation must be supplied annually to ensure that the policy remains in place. If an insurance policy expires, you will be automatically added to our tenant liability insurance policy, which will be charged monthly with the rent. The insurance policy can be updated at any time through the tenant portal.
- C. Innovative Property Management, LLC does periodic inspections of the home and premises. As required by law, you will be mailed or e-mailed a 24-hour notice (usually several days earlier). As a new tenant, your first inspection will be in 3-4 months, a follow up will be 7-8 months from move in and annually thereafter; assuming no issues are noted. Photographs will be taken for records.
- D. Some properties may be subject to HOA rules and regulations (attached to the lease agreement). Tenants will be responsible for move-in/move-out fees charged by the HOA.
- E. Late Rent Fee: \$100 flat fee if the rent is not received by the end of day on the 5th day of the month.
- F. NSF Fee: \$45 (plus late fees if applicable), plus any bank fees charged to the landlord.
- G. Unauthorized Pet Fee: \$250 per incident
- H. Smoke Alarm/Carbon Monoxide Detector Tampering Fee - \$250 per incident.
- I. Non-compliance/Violation Fee (pet waste, parking violation, non-payment of utilities, garbage, or improper use of vehicles on the premises): \$50 per subsequent incidence. If assessed more than twice within the same year, \$50 plus 5% of the rent will be charged.
- J. Lease Break Fee: 1.5 times the monthly rent, in addition to concessions, unpaid charges, or other tenant damages. Tenants are required to give a written 30-day notice. (This can be done from the tenant portal)
- K. Tenants may be responsible for Municipal fees and utilities pass-through charges.
- L. Carpets will be professionally cleaned by a vendor selected by Innovative Property Management, LLC before move-in. Do not have your carpets cleaned at move-out. Landlord reserves the right to have the carpets professionally cleaned at Tenant cost. Charge is taken out of the security deposit.
- M. Damages exceeding normal "wear and tear" caused by tenant(s) during the tenancy and upon move-out will be charged to the tenant. The tenant can be charged for lost rental income during repairs if the required repairs exceed normal wear and tear.
- N. Tenant will be charged the prevailing maintenance rate if you request a lock change, key replacement, you or your pet/s cause damage while residing in the unit, repairs are deemed to be tenant caused, (i.e. clogged toilet, or garbage disposal not related to a malfunction) or you miss a scheduled appointment with a vendor or Innovative Property Management, LLC representative.
- O. To add a tenant over 18 years old to the Lease Agreement: They must first qualify and go through the application process. They will be required to submit an application and pay the \$60.00 fee for the background screening. Please note that if the applicant is denied, they cannot move into the property (*an unauthorized roommate is a violation of your Lease*). To add an additional approved tenant, all parties (*current Tenants & new*) must sign the Rental Agreement Addendum and a \$100 lease modification will be due.
- P. Removing a tenant from the Lease Agreement: The Landlord may either deny the request to remove any Tenants from a fixed term lease, or any valid termination notice received from any one Tenant, may be considered by the Landlord a termination notice from all Tenants. If one Tenant requests to be removed, 30-Day Written Notice is Required and the remaining financially responsible Tenants will need to provide updated income verification to qualify on their own. Current pay stubs must show a gross income of at least 2.5 times the rent. Please Note: If the tenants who are wanting to remain are unable to provide sufficient

documented income, all tenants will need to vacate as well. To remove a Tenant, the Rental Agreement addendum must be signed by all parties and there is a \$100 lease modification fee.

Last Revision Date: 8/19/2022