

[← All criteria templates](#)

Screening Criteria Template

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Template Information

Template Name

City of Portland Screening Criteria

Income

Income-to-Rent Ratio

Result	Total Monthly Income of Applicant(s)
Criteria met	At least 2 times monthly rent
Criteria not met	Less than 2 times monthly rent

Credit History

No Credit Score

Criteria met with increased security deposit or co-signer

Credit Score Limits

Result	Score
Criteria met	650 or higher
Criteria met with co-signer or increased security deposit	550 - 649
Criteria not met	549 or lower

Bankruptcies

Result	Bankruptcies
Criteria met with co-signer	Any open bankruptcies
Criteria met with co-signer or increased security deposit	Any discharged bankruptcies within the last 7 years

Accounts in Good Standing 

Result	Percentage of Accounts in Good Standing
Criteria met	At least 100.0% of accounts are in good standing
Criteria met with co-signer or increased security deposit	At least 80.0% but less than 100.0% of accounts are in good standing
Criteria not met	Less than 80.0% of accounts are in good standing

Accounts in Collection

Result	Accounts in Collections
Criteria met with co-signer or increased security deposit	1 or more accounts in collections
Criteria not met	10 or more accounts in collections

Calculation Excludes Accounts less than \$500.00
 Medical Accounts
 Student Accounts

Rental History

Landlord-Tenant Disputes (Judgments for Landlord)

Result	Landlord-Tenant Disputes
Criteria not met	Judgments in favor of landlord within the last 5 years

Criminal History

Felonies

Result	Crimes
Criteria not met	Any alcohol offenses within the last 7 years
Criteria not met	Any criminal mischief within the last 7 years
Criteria not met	Any dishonesty/fraud within the last 7 years
Criteria not met	Any driving under the influence offenses within the last 7 years
Criteria not met	Any drug possessions within the last 7 years
Criteria not met	Any drug trafficking/manufacturing within the last 7 years

Result	Crimes
Criteria not met	Any marijuana possessions within the last 7 years
Criteria not met	Any marijuana trafficking/manufacturing within the last 7 years
Criteria not met	Any other drug offenses within the last 7 years
Criteria not met	Any other crimes against persons within the last 7 years
Criteria not met	Any other crimes against property within the last 7 years
Criteria not met	Any other crimes against society within the last 7 years
Criteria not met	Any financial non-violent offenses within the last 7 years
Criteria not met	Any non-violent offenses within the last 7 years
Criteria not met	Any sexual offenses within the last 7 years
Criteria not met	Any violent offenses within the last 7 years
Criteria not met	Any weapon offenses within the last 7 years

Misdemeanors

Result	Crimes
Manual review required	Any alcohol offenses within the last 5 years
Manual review required	Any criminal mischief within the last 3 years
Criteria not met	Any dishonesty/fraud within the last 5 years
Manual review required	Any driving under the influence offenses within the last 5 years
Criteria not met	Any drug possessions within the last 5 years
Criteria not met	Any drug trafficking/manufacturing within the last 5 years
Manual review required	Any marijuana possessions within the last 5 years
Criteria not met	Any marijuana trafficking/manufacturing within the last 5 years
Criteria not met	Any other drug offenses within the last 5 years
Criteria not met	Any other crimes against persons within the last 5 years

Result	Crimes
Criteria not met	Any other crimes against property within the last 3 years
Criteria not met	Any other crimes against society within the last 5 years
Manual review required	Any financial non-violent offenses within the last 5 years
Manual review required	Any non-violent offenses within the last 5 years
Criteria not met	Any sexual offenses within the last 5 years
Criteria not met	Any violent offenses within the last 5 years
Criteria not met	Any weapon offenses within the last 5 years

Registries

Result	Registry
Criteria not met	Listed on sex offender registry
Criteria not met	Found in OFAC/terrorist database records