



**MULTIFAMILY NW**  
The Association Promoting Quality Rental Housing

OREGON (NOT FOR CITY OF PORTLAND)  
**RENTAL APPLICATION**  
TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS  
SUBJECT TO  
AVAILABILITY



OFFICE USE ONLY

NEW MOVE-IN     OCCUPANT TURNING 18     ADD/REMOVE ROOMMATE     TRANSFER

PROPERTY NAME / NUMBER \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ NON-REFUNDABLE SCREENING CHARGE \$ 55.00

OWNER /AGENT Place 2B Properties <sup>MM/DD/YYYY</sup> PHONE (503) 362-0030

OWNER /AGENT ADDRESS 4646 Ridge Dr. NE, Salem, OR 97301

SMOKING POLICY:  ALLOWED - ENTIRE PREMISES     PROHIBITED - ENTIRE PREMISES     ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY OWNER/AGENT IN THE LAST 60 DAYS?  YES  NO

IF YES, WHERE? \_\_\_\_\_

APPLICANT FULL LEGAL NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ APPLICANT PHONE (\_\_\_\_\_) \_\_\_\_\_

PHOTO I.D. TYPE \_\_\_\_\_ # \_\_\_\_\_ / STATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CURRENT STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_

CURRENT LANDLORD NAME \_\_\_\_\_ LANDLORD PHONE (\_\_\_\_\_) \_\_\_\_\_

LANDLORD EMAIL \_\_\_\_\_ LANDLORD FAX (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT FORMER STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

FORMER LANDLORD NAME \_\_\_\_\_ LANDLORD PHONE (\_\_\_\_\_) \_\_\_\_\_

LANDLORD EMAIL \_\_\_\_\_ LANDLORD FAX (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

HR EMAIL \_\_\_\_\_ HR FAX (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_ GROSS MONTHLY INCOME \$ \_\_\_\_\_

OTHER MONTHLY INCOME: SOURCE \_\_\_\_\_ \$ \_\_\_\_\_ / SOURCE \_\_\_\_\_ \$ \_\_\_\_\_

ARE YOU SELF-EMPLOYED?  YES  NO

PREVIOUS  ADDITIONAL EMPLOYER \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

HR EMAIL \_\_\_\_\_ HR FAX (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_ GROSS MONTHLY INCOME \$ \_\_\_\_\_

THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

DEPOSITS

SECURITY DEP. MINIMUM \$ \_\_\_\_\_

SECURITY DEP. MAXIMUM \$ \_\_\_\_\_

(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

INSURANCE

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF \_\_\_\_\_

MINIMUM INSURANCE AMOUNT: \$ 100,000.00  
(\$100,000 IF LEFT BLANK)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS	NAME	DATE OF BIRTH	VEHICLES	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER	
	_____	MM/DD/YYYY		_____	_____	_____	_____	_____	_____	_____
	_____	MM/DD/YYYY		_____	_____	_____	_____	_____	_____	_____
	_____	MM/DD/YYYY		_____	_____	_____	_____	_____	_____	_____
	_____	MM/DD/YYYY		_____	_____	_____	_____	_____	_____	_____
	_____	MM/DD/YYYY		_____	_____	_____	_____	_____	_____	_____

IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? \_\_\_\_\_

NAME \_\_\_\_\_ TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

NAME \_\_\_\_\_ TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

NAME \_\_\_\_\_ TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT \_\_\_\_\_

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

EMERGENCY CONTACT \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT IN CASE OF DEATH \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS OR IS THERE A PENDING EVICTION CASE AGAINST YOU?  YES  NO

IF YES, PLEASE LIST COUNTY & STATE \_\_\_\_\_

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_ MM/DD/YYYY

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_ MM/DD/YYYY

**HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR RELATED TO THE CRIMINAL CONVICTION CRITERIA?**  YES  NO IF YES, WHO \_\_\_\_\_

COUNTY & STATE \_\_\_\_\_ WHEN \_\_\_\_\_ MM/DD/YYYY WHAT \_\_\_\_\_

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED?  YES  NO IF YES, COUNTY & STATE \_\_\_\_\_

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? \_\_\_\_\_

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE?  YES  NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? \_\_\_\_\_

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

**SCREENING COMPANY OR CREDIT REPORTING AGENCY**

COMPANY NAME Rental Screening Service, Inc. PHONE (541) 512-7076

ADDRESS PO Box 1211, Tualatin, OR 97062

EMAIL service@rental-screening.com

If the application is approved, applicant will have 48 hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

**GOOD FAITH ESTIMATE**

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: \_\_\_\_\_ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

*I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that Owner/Agent may refuse to process or deny this application if it is materially incomplete, fails to include information regarding my identification or income, or if I intentionally withheld or misrepresented required information. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand that I am welcome to provide supplemental evidence to mitigate potentially negative screening results. Applicants may provide evidence of mitigating circumstances and requests for reasonable accommodation/modification to the following location for review, consideration and response: info@p2bprop.com*

**I have received and read the Owner/Agent's rental criteria.**

APPLICANT X \_\_\_\_\_ DATE \_\_\_\_\_ SUPPLEMENTAL EVIDENCE PROVIDED?  YES  NO

OWNER/AGENT X \_\_\_\_\_ SUPPLEMENTAL EVIDENCE RECEIVED?  YES  NO

PHOTO I.D. VERIFIED BY \_\_\_\_\_ (INITIALS) DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_ MM/DD/YYYY

OWNER/AGENT NOTES \_\_\_\_\_



# APPLICANT SCREENING GUIDELINES

## OCCUPANCY POLICY

Place 2B Properties limits occupancy based upon the number of bedrooms in a unit. Our standard is two people per bedroom, plus one additional person. A bedroom is defined as a space within the premises that is intended to be used primarily for sleeping, with at least one (1) window and a closet space for clothing.

***We do not allow smoking of any kind at any of our apartment communities, or rental properties. This includes vaping and marijuana.***

## **APPLICANT SCREENING & APPLICATION PROCESS:**

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met.

1. Each applicant aged 18 & over shall submit:
  - Completed application.
  - Government-issued photo identification
  - Proof of income
  - Applicant screening fee(s) (money order form, unless submitted & paid online)
2. Each applicant will be required to qualify collectively as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of application and forfeiture of application fee(s).
4. Acceptance or denial of the application may take as long as five (5) business days.
5. Upon acceptance, the applicant agrees to be prepared to pay required execute deposit to hold the unit until the move in date, and/or if required all move in costs and complete move-in paperwork and take possession within 48 hours, or the date the property is listed as available, whichever is sooner.



## **TENANT SCREENING & SELECTION:**

Applicant(s) must reasonably meet the following.

### **GENERAL**

1. WE RESERVE THE RIGHT TO REFUSE TO DO BUSINESS WITH ANYONE DUE TO INAPPROPRIOTE BEHAVIOR OR UNSAFE ACTIONS.
2. **Pets are strictly prohibited** without prior landlord consent.

### **INCOME CRITERIA**

1. Applicant(s) net combined income must be equal to 2X the stated rent, and must be from a verifiable, legal source. We are unable to accept bank statements to verify income, however tax documents or a new hire offer letter will be acceptable.
2. Income verification may be made by copies of most recent pay stubs or an employer statement of earnings.
3. Applicants using self-employment income will have their records verified through the state corporation division and will be required to submit records to verify their income, which includes the previous year's tax returns.
4. Applicants using other income must provide copies of assistance award letter(s), retirement investment reports or other financial data that can prove source, amount, frequency, and duration of income.

### **RENTAL HISTORY CRITERIA**

1. At least 12 months of verifiable contractual rental history from a current unrelated, third-party landlord, or home ownership, is required. Rental history with less than 12 months verification will result in an additional deposit.
2. Rental history will be verified by direct contact or in writing with former landlords. Home ownership as part of history will be considered as well and equal to positive rental history.
3. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.



## CREDIT CRITERIA

1. Negative or adverse debt showing on a consumer credit report will require additional security deposit.
2. Ten or more unpaid collections accounts, excluding student loan debt or medical debt, will result in the denial of the application.
3. If an applicant fails to meet criteria related to credit or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as “Rent Well” owner/agent will consider whether the course content, instructors notes, and any other information supplied by the applicant is sufficient to demonstrate the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information the Owner/Agent may waive strict compliance with the credit/eviction and rental history screening criteria for this applicant.

## CRIMINAL CONVICTION CRITERIA

1. Nationwide criminal reports will be run by our screening company from information provided on this application.
2. If applicant has a “Conviction” (which means charges pending as of the date of the applications; a conviction; a guilty plea; or no contest plea), for any of the crimes as provided in ORS 90.303(3) in the past seven (7) years; applicant shall be automatically denied.
  - A single conviction for any of the following, subject to the results of any review process, shall be grounds for automatic denial of the Rental Application:  
**Felonies** involving murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.  
**Misdemeanors** involving drug related crimes, person crimes, domestic violence, violation of a restraining order, stalking, sex offenses, weapons, and financial fraud crimes where the date of disposition occurred within the last five (5) years.
  - Conviction of any crime that requires lifetime registration as a sex offender or for which applicant is currently registered as a sex offender, will result in denial.

**IF YOU FAIL TO MEET ANY OF THE ABOVE, YOUR APPLICATION MAY BE DENIED.**



**Variance Policy:** If application is denied for any of the above, then applicant(s) may request a waiver of any **ONE** of the screening criteria by providing landlord with:

Supporting documentation which may include:

- a. Letter from probation office
- b. Letter from caseworker, therapist, or counselor
- c. Certifications from treatments/rehab programs
- d. Letter from employer
- e. Statement from the applicant

All relevant individualized evidence of mitigating factors will be reviewed. After review, and if then approved, an additional deposit equal to 1.5x of the stated rent for the unit which the applicant has applied for will be required. Applicants will be notified of approval or denial of review process within a reasonable time frame after receipt of all required information. This process cannot be guaranteed but will be offered upon request of reasonable accommodation. *Unit availability will not be guaranteed after a denial or during the review process.*

## **YOUR APPLICATION MAY BE DENIED OR TENANCY TERMINATED IF:**

1. Applicant(s) has provided incomplete, inaccurate, or falsified information to landlord on this application.
2. Applicant(s) tenancy would constitute a direct threat to the health or safety of others or substantial physical damage to the property or property of others.
3. Applicant(s) have any history of eviction or forcible entry and detainer action (court ordered eviction) within 5 years on their record. Please refer to the Rental History section of the screen policy for clarification regarding property debt or evictions that took place during the time frame of on or after April 1, 2020, and before March 1, 2022.
4. Criminal background check does not qualify per our screening criteria guidelines.

# OREGON RENTAL CRITERIA FOR RESIDENCY

## (NOT FOR CITY OF PORTLAND)

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

### GENERAL STATEMENTS

1. Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and physical appearance of an applicant:
  - a. A Social Security card or evidence of a Social Security number
  - b. A certified copy of a record of live birth
  - c. A permanent resident card issued by the United States Citizenship and Immigration Services;
  - d. An immigrant or nonimmigrant visa
  - e. An individual taxpayer identification number card issued by the Internal Revenue Service
  - f. A passport, driver license or other government-issued identification, regard less of expiration date, or
  - g. Any nongovernment identification or combination of identifications that would permit a reasonable verification of identity.
2. Each applicant will be required to qualify individually or as per specific criteria areas (but for income, which is at the discretion of landlord).
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

### INCOME CRITERIA

1. Monthly income should be at least 2 (if blank, 3) times stated rent\*, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.  
\*If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

### RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

### EVICION HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant or when the applicant has provided supplemental evidence proving that they suffered a job loss due to no fault of their own will not be considered. If your eviction was related to a non-behavioral issue, you may provide supplemental evidence as instructed herein and that information will be considered.

### CREDIT CRITERIA

1. Negative credit scoring or adverse debt showing on consumer credit report may result in denial or require additional security deposits or acceptable cosigners.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

### FAIR HOUSING LAWS

Landlord has a non-discrimination policy as required by federal, state or local law and does not discriminate against any applicant because of the race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status or source of income of the applicant.

### BANKRUPTCIES

Chapter 7 Bankruptcies filed within one (1) year of the application or current pending bankruptcies will result in a denial of the application. Any negative or adverse debt showing on

a consumer credit report within the last two (2) years (not related to educational or medical expenses) that is reported following a bankruptcy, or multiple bankruptcy filings will result in denial of the application. Applicants with a current Chapter 13 bankruptcy may be approved if the bankruptcy is over 3 years old, in good standing, and no negative or adverse debts have been established since.

### CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies or Misdemeanors involving: murder, manslaughter, arson, rape, kidnapping, child or other violent/predatory sex crimes or manufacturing or distribution of a controlled substance, or terrorism.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors not listed above involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

### Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

### EUGENE APPLICANTS

Owner/Agent may refuse to process an application submitted by an applicant who has violated a rental agreement with the Owner/Agent three or more times during the 12-month period preceding the date of the application and the Owner/Agent can provide documentation of the violations.