

Screening Criteria Updated September 2026

Please gather:

1. Two past and one present landlord contact information,
2. Current pay stubs,
3. Tax returns,
4. Bank statements,
5. Employer name and contact information,
6. Animal photo, animal licensing, animal vaccine records,
7. Debit or credit card to pay all fees before beginning the application process,
8. Two forms of photo identification.

Please be prepared to pay the application fee of \$60.00 per adult as outlined in the property listing (applies to both applicant resident and non-applicant resident in the City of Portland/Multnomah County). Application fees are paid online only.

In addition to this rental application, you will also be required to provide a copy of a valid form of identification with date of birth and picture such as a school ID or other in Portland/Multnomah County and state-issued ID in all other municipalities (see list).

A second form of identification in addition to ID with date of birth and photo is also required, such as a social security card or credit card with your full legal name (see list).

"Applicant" is defined as each person over the age of 18 or an emancipated minor. Each resident applicant and non-applicant resident must apply. In all instances, please see the following which apply to all "applicants" and "non-applicants." Incomplete applications will be denied. An application will be considered complete when all parties that intend to live in the residence and all potential co-signers asking to be considered have completed the entire application and provided ID as required. Incomplete household applications will not be considered. Cash is not accepted. Co-signers are not accepted as part of normal screening practices and are subject to individual approval or denial by management. False information will be denied and no opportunity to re-apply is available.

Applicants are considered jointly and severally liable. A denial for one applicant or non-applicant resident is deemed a denial for all applicants.

Accepted forms of ID:

- Evidence of a Social Security Number (SSN card)
- Valid Permanent Resident Alien Registration Receipt Card
- Immigrant Visa
- Individual Taxpayer Identification Number (ITIN)
- Non-immigrant Visa
- Any government-issued identification regardless of expiration date
- Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity

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KJK Properties, PC hereby notifies all prospective applicants, non-applicant residents, and co-signer applicants, who are 18 years of age or older, that the company will obtain and review credit reports, criminal background history, rental histories, employment, income for each applicant and non-applicant as well as co-signers (if and when considered), and current and past landlord references. No self-provided credit reports are accepted.

The following policies apply to properties within Portland, Oregon, and Multnomah County. Additional criteria apply outside of these jurisdictions as allowed by law. We encourage you to review the "Fair" ordinance requirements at www.portland.gov/rso.

Reported high balances, charge-offs, late payments, accounts in collections, three or more of any combination thereof, are cause for denial. A credit score below 625 will result in denial. Utility debt is cause for denial. Property debt is cause for denial. Open bankruptcy files are cause for denial. Discharged bankruptcies are acceptable within the parameters of this policy.

Negative or adverse debt showing on a consumer credit report will require an additional security deposit outside of Portland/Multnomah County. Negative or adverse debt showing on a consumer credit report is cause for denial in Portland/Multnomah County. Medical debt or student loans are exceptions to this policy in all municipalities.

If an individual can demonstrate payment in full of any account, in writing, or six months of consistent, ongoing payments, in writing, toward one or more collection accounts through bank statements, cleared payment evidence, or third-party verified receipts, management, at its discretion, may consider additional deposit outside Portland/Multnomah jurisdiction only.

You must provide applicant combined gross income of at least three (3) times the monthly rent amount. In the City of Portland/Multnomah County, applicant combined gross income is at least two (2) times the monthly rent amount. Failure to meet this combined gross income will result in a denial of the application.

In Portland/Multnomah, an applicant resident must provide proof of income (two most recent pay stubs) and a verifiable third-party name and phone number and email for the employer. An offer letter from a bonafide third-party employer that is verified may be considered at the manager or owner's discretion. Outside of Portland/Multnomah, all applicants must provide the above proof of income.

Any employer who refuses to verify current employment will result in a denial. Pay stubs are not considered a verification of current employment. Pay stubs are considered a verification of income only in combination with third-party verification of current employment.

Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months of verifiable employment will require an additional security deposit at owner/agent discretion or an acceptable co-signer at owner/agent discretion.

Self-employed individuals must provide the immediate past year's tax return and year-to-date profit & loss in addition to 12 months of clearly legible and full-page bank statements clearly identifying the applicant as the account holder. If necessary, our confidential fax is 888-248-1121 for additional follow-up documentation that you must provide at the time of application. Screenshots or app JPEGs are not accepted forms of documentation.

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Applicants using self-employment income will have their records verified through the state corporation division.

Documents must be clear, legible, and must include all edges and name, address, banking institution information, and account number of the applicant and or complete paystubs as required for the application.

Criminal conviction criteria: upon receipt of the rental application and the screening fee, owner/agent will conduct a thorough search of public records to identify any "convictions." This term encompasses charges pending as of the application date, convictions, guilty plea, or no contest pleas related to the following crimes as defined in ORS 90.303(3): drug-related offenses, personal crimes, sex offenses, financial fraud (including identity theft and forgery), or any other offense that could adversely affect the property, health, safety, or peaceful enjoyment of the premises by tenants, the landlord, or the landlord's agent. Owner/agent will not consider previous arrests that did not result in a conviction or expunged records.

If the applicant or any proposed occupant has a conviction in their history that might disqualify them based on these criminal conviction criteria, they may provide additional information along with the application for an individualized assessment by the owner/agent. This individualized assessment will take place after the results of the public records search and before any denial. However, if not provided initially, the applicant can request a review process following a denial, as detailed below (see item "c" under the criminal conviction review process).

A single conviction for the following offenses, subject to any review process, will be grounds for denial of the rental application:

- Felonies including murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance will be automatic grounds for denial.
- Felonies not listed above involving drug-related offenses, personal crimes, sex offenses, financial fraud, or any other offense impacting property, health, safety, or peaceful enjoyment where the disposition occurred within the last 7 years.
- Misdemeanors including drug-related crimes, personal crimes, sex offenses, domestic violence, violation of restraining orders, stalking, weapons offenses, financial fraud, where the date of disposition occurred within the last 5 years.
- Misdemeanors not listed above including theft, criminal trespass, criminal mischief, property crimes, or any other offense affecting property, health, safety, or peaceful enjoyment, where the date of disposition occurred within the last 3 years.
- Conviction of any crime requiring lifetime registration as a sex offender, or current registration as a sex offender, will lead to a denial.
- Any weapons offenses by a felon will result in the denial of the rental application.

To complete this rental application, you must provide three years of residential history as well as contact information for your rental references.

A non-applicant resident is still screened for behavior, maintenance, use "beyond reasonable wear and tear," and damage to property that may affect the quiet use and enjoyment of the premises. Any conduct deemed to affect the health and safety or peaceful enjoyment of premises by other residents or the landlord, or that demonstrates questionable non-applicant ability to comply with house rules or terms of

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the lease and/or rental agreement will be denied. Behavior during the application process that is deemed threatening to the health and safety or ability to manage the premises by management or deemed adversarial, abusive, or deemed to cause intimidation will result in denial.

Any current landlord or past landlord required in this application process that refuses to answer all questions fully will result in a denial of household application. If a landlord gives a negative reference or refuses to give a reference, the application will be denied. Any residence found to be non-disclosed will be considered incomplete/false information and will be denied. Any landlord that fails to respond to a request for reference will result in denial.

One year of verifiable contractual rental or mortgage history from a current third party is required. Homeownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional security deposit. Homeownership negotiated through a land sales contract is verified through the contract holder. The applicant must list the last three residences in which they had contractual rental history.

Rental history demonstrating residency, but not current third-party rental history, will require an additional security deposit outside the City of Portland/Multnomah County (rental references ending more than 12 months prior to the date of application will not be considered current). Inside Portland/Multnomah County dated history such as this is deemed a denial of household application.

Two or more reports for nonpayment of rent or late payments of rent within the last 12 months will result in denial of the application.

Two or more dishonored checks or non-sufficient funds payments (NSF) within one year will result in a denial of the application.

Rental history reflecting any damage, in conjunction with a current or previous landlord reference, will result in denial of the application.

Rental history reflecting past due or unpaid rent will result in denial of the application.

Rental history reflecting three or more noise or nuisance violations within the last 12 months will result in denial of the application.

In Portland/Multnomah County, a single "no cause" notice or eviction in the last 12 months will result in denial. Outside of Portland/Multnomah County, two or more "no cause" notices or evictions in the last 12 months will result in denial of household application.

If you have been evicted in the last five years or have an outstanding judgment, that application will be denied. Any eviction action settled before a judgment of possession in the last five years is acceptable. Any eviction action dated beyond five years may be considered with an additional security deposit.

Any household applying to live in a unit governed by the Federal Fair Housing Act or the Oregon Disability Act that requires a service animal and has a negative landlord reference regarding that service animal will be denied. Any applicant who requires the need of a service animal must provide verification of need. Verification of the need for a service animal can be in the form of any written documentation

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provided by a qualified medical professional or the original provider of the animal through any local, county, or state authority. Verification must be provided by the time of the application, no exceptions.

Pets must be approved before application. If you have a pet and the property accepts pets, please provide a photo of the pet, licensing, and vaccine records (no exceptions). If you do not have a pet, but get one after the move-in, you will be required to comply with the pet policy for your residence.

Pet-friendly properties will require a minimum additional security deposit of \$400.00 per pet. Pet-friendly properties will require that all pet owners sign a Pet Addendum and or Pet Agreement. There is a \$20.00 monthly pet rent fee per pet, with a maximum of two pets allowed. Pets are defined as cats and dogs. Small birds, fish, and small caged animals (excluding snakes) are not subject to this policy.

Pet liability coverage is required. Pet liability coverage must list the applicant or resident as the owner of the pet. A copy of the policy must be provided with the lease and or rental agreement. This policy is a mandatory requirement and non-compliance is a violation of the terms of the lease and or rental agreement.

All required fees must be paid before beginning the application process. Application fees and security deposits must be paid with a debit or credit card. We do not accept cash.

All information collected is for the purpose of evaluating an applicant's ability to comply with the terms of the rental agreement or lease and the rules of the rental housing. Incomplete, inaccurate, or falsified information will be cause for denial of the application or termination of tenancy if discovered after the fact.

In all cases, we will comply with federal, state, and local laws regarding fair housing.

This is a smoke-free property. No smoking, vaping, or tobacco use is allowed on the property or premises.

Applicants must be reasonable and courteous. If management finds applicant behavior or communications to be other than required, application fee will be refunded without processing and application will not be accepted.

If you have any questions regarding the application process or need assistance, please feel free to contact us at info@kjkproperties.com or call 503-772-8825.

We wish you success in your application and look forward to welcoming you to your new home.