

FIRST IN TIME

Completed applications are screened in chronological order. Tenancy is offered to the first approved prospective tenant. If the first approved prospective tenant does not accept the offer of tenancy for the available unit within 48 hours of when the offer is made, Koz Properties shall review the next completed rental application in chronological order until a prospective tenant accepts the owner's offer of tenancy. If a prospective tenant requires additional time to submit a complete rental application because of the need to ensure meaningful access to the application or for a reasonable accommodation, the prospective tenant must make a request to the agent for the owner.

OCCUPANCY POLICY

Two persons are allowed per bedroom. Koz Properties may adopt a more liberal occupancy standard if additional occupants are under two years old.

COMPLETE APPLICATION

A complete application is defined as: all adult applicants and cosigners have applied to the unit with valid copies of photo ID and proof of income. Inaccurate, incomplete, or falsified information will be grounds for denial of the application.

EVALUATION PROCESS

Upon receipt of a completed application, the contents of the application are compared to the screening criteria by Koz Properties and the Applicant is either approved or denied in compliance with all local, state, and federal laws. Applicants are welcome to provide supplemental evidence to mitigate potentially negative screening results.

Applicants have 30 days to appeal denied applications, during which time they may correct, refute, or explain negative information forming the basis for the denial. Applicants are also prequalified for any rental opportunities at Koz Properties in the City of Portland for three months following the approved appeal date. All screening fees are waived for three months following the approved appeal, but Applicants under these circumstances will be required to certify in writing that no conditions have materially changed from those described in Koz Properties approved application. If conditions have materially changed, Koz Properties may use those changes as the basis for a denial.

APPLICATION SCREENING

All household members 18 years old and older will be subject to a rental history, credit, criminal history screening conducted by AppFolio, Inc. Tenant Screening. Applications must be completed in full; applications containing untrue, incorrect, or misleading information will be denied. The application fee is non-refundable unless otherwise provided by state or local law. We do not accept reusable tenant screening reports. You have a right to obtain a free copy of your rental report from AppFolio, Inc., and to dispute the accuracy of any information appearing in it. You may contact AppFolio Renter Relations by phone at (866) 359-3630 or mail at 50 Castillian Dr., Santa Barbara, CA 93117.

SECURITY DEPOSIT

\$400 on approved credit or an amount equal to one month's rent for conditionally approved applications. \$200 of the security deposit is due after the application is approved to hold the unit. The remaining amount is due at move-in. The security deposit will be retained by the owner if a) the rental application is withdrawn by the applicant, for any reason whatsoever, after 72 hours; b) the rental application is approved, with or without conditions, but applicants do not execute a lease agreement or c) applicants have provided false or misleading information in the rental application.

APPLICATION APPROVAL

Approved applicants will receive an email invitation to the Resident Portal to pay the security deposit. Payment is required within 48 hours to secure the unit off the market, or the application will be cancelled.

APPROVAL CRITERIA

- Household gross income is equal to 2.5x times the base rental amount or higher
- 650 or higher credit score

CONDITIONAL APPROVAL CRITERIA

- Household gross income is equal to 2.5x times the base rental amount or higher
- 550-649 credit score requires a deposit equal to one month's rent or qualified cosigner
- 2 or more accounts in collections
- No credit score or no credit history require a deposit equal to one month's rent or qualified cosigner

COSIGNER CRITERIA

- Gross income is equal to 3 times the base rental amount or higher
- 650 or higher credit score

DENIAL CRITERIA

Applications will be denied for one or more of the following: household gross income is less than 2.5x times the base rental amount or less than 3 times for cosigners. Credit score is less than 550 for applicants or less than 650 for cosigners, unverifiable identity, falsification of rental application, 4 or more accounts in collections, less than 80% of accounts in good standing, any open bankruptcies, judgements in favor of landlord within the last 3 years.

Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result. 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.

Applicants have a right to a refund of the screening charge paid in conjunction with this application and recover damages set forth in ORS 90.295(5) and (6)(b).

CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental application and screening fee, Koz Properties 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), or pending charges that have not yet been adjudicated 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 identify theft and forgery; crime involving financial fraud, including identity 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. Koz Properties will not consider a previous arrest that did not result in a Conviction, was dismissed, expunged, voided or invalidated, determined or adjudicated through the juvenile justice system. Koz Properties will also not consider convictions when applicant is participating or has completed a diversion or deferral of judgement program or for crimes that are no longer illegal in the State of Oregon.

If applicant, or any proposed occupant, has a Conviction, or pending charges that have not yet been adjudicated in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Koz Properties along with the application so Koz Properties can engage in an individualized assessment (described below) upon receipt of the results of the criminal history screening 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, or pending charges that have not yet been adjudicated for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child or other violent/predatory sex crimes or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving 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 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 crimes 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 a denial.

CRIMINAL CONVICTON REVIEW PROCESS

Koz Properties will engage in an individualized assessment of the applicant’s, or other proposed occupant’s, Convictions, or pending charges that have not yet been adjudicated 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:
 - a. Letter from parole or probation office
 - b. Letter from caseworker, therapist, counselor, etc
 - c. Certifications of treatments/rehab programs
 - d. Letter from employer, teacher, etc
 - e. Certification of trainings completed
 - f. Proof of employment; and
 - g. 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. Any appeal must be submitted in writing within 30 days of the date of the denial letter.

Koz Properties 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. Koz Properties 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 Koz Properties' 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 of 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.

APPEALS PROCESS

If your application is denied due to reasons other than criminal history and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. Any appeal must be submitted in writing within 30 days of the date of the denial letter. The request must include the reason(s) for the appeal and new supporting documentation from an independent third party to the agent for the owner. Appeals will be reviewed by the Regional Manager within 5 business days. The unit is not held during the appeals process.

IDENTITY VERIFICATION

Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and photo of the applicant:

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

INCOME VERIFICATION

All income documents must be uploaded in .PDF format. Computer or mobile phone screenshots are not accepted and will be rejected as an incomplete application.

Pay stub requirements: two most recent consecutive pay stubs. Pay stubs should include payee, pay period, withholdings, year-to-date earnings, and employer information.

Offer letter requirements: available only to those employed less than one month. The offer letter should be on the company letterhead with start date, annual salary, or hourly wage with anticipated number of hours working per week included.

Bank statements: two most recent consecutive bank statements showing deposits, withdrawals, balance, period, and bank contact information.

Below are the income verification documents required for each source of income:

Employment

Salary: bank statements, pay stubs, or signed offer letter

Hourly wages: pay stubs or signed offer letter

Tips, Bonuses, Commission: pay stubs, tax return, or W2

Military Income: LES Statement

Self-Employed: bank statements, business owner's tax return, and business license

Assets/Other Income

Unemployment: most recent statement from source

Social Security: most recent statement from source or tax return

Retirement: bank statements, most recent statement from source, or tax return

Disability: award letter or most recent statement from source

Child Support/Alimony: award letter or most recent statement from source

Financial Aid: award letter, I-20, or student loan documents

Savings Account: bank statements

Investment Income: tax return

Rental Voucher: housing authority portion of assistance document

Government Assistance: award letter or most recent statement from source

Housing Assistance: housing authority portion of assistance document

Estate/Trust Income: distribution table or equivalent

PET POLICY

2 pets maximum per apartment. Only cats and dogs are accepted. The maximum pet weight is 40 pounds. No other pet animals are accepted that include, but are not limited to, mammals, reptiles, birds, amphibians, fish, rodents, arachnids, or insects.

Based on state and local laws, this property may have restricted dog breeds: Pit Bulls, Rottweilers, German Shepherds, Doberman Pinchers, American Bull Dog, Staffordshire Terriers, Wolf-hybrids, Mastiffs, Great Danes, Chow Chows, Alaskan Malamutes, Siberian Huskies, or any mixed breed of the list.

SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS

Service animals and emotional support animals are not subject to the Pet Policy when they have been approved to live on the premises. Approval is conditioned upon the following:

1. Applicants must submit a verifiable signed letter from a medical professional who has knowledge of the applicant's disability and their need for a reasonable accommodation
2. Applicants must submit a reasonable accommodation letter to management
3. Service and emotional support animals will not be approved without the medical professional letter and reasonable accommodation letter
4. Approved animals will have a Service Animal Addendum to the lease

RENTERS INSURANCE REQUIREMENT

Future tenants must upload a valid policy of renters insurance to the Resident Portal before move-in that includes the leased premises address with unit number as the insured location. The policy must include a minimum liability coverage amount of \$100,000, effective dates starting on or before the lease start date, and the property listed as an interested party.

If the tenant does not provide a valid renter's insurance policy, the tenant will be enrolled into the Legal Liability Insurance Policy or "Forced Placed" Insurance at \$10.50 per month. When a valid insurance policy is uploaded to the Resident Portal, the Forced Placed insurance charges will end that month.

SMOKE FREE POLICY

Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, smoking is prohibited in any area of the property, both private and common, indoors and within 25 feet of the building(s) including entryways, balconies and patios. This policy applies to all tenants, guests and service persons. Tenants are responsible for ensuring that family members, roommates, and guests comply with this rule.

The term 'smoking' means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or other product in any manner or any form.

FAIR HOUSING LAWS

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