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The following are specific screening rules and requirements in the City of Portland proper. This is to be jointly used with our regular screening criteria. Please speak to our office if you have any questions. 503-533-2121

➤ **General Screening**

- A. Valid I.D. must be presented to verify the name, date of birth, and photo of the applicant: SSN, ITIN, Valid Permanent Resident Alien Registration Receipt Card, Immigrant Visa, Non-immigrant Visa, any government issued identification card, or any non-governmental identification or combination of identifications that would permit a reasonable verification of identity.
- B. The “Open Application Period” will begin 72 hours after the property listing has been posted. Any application received prior, will be delayed by 8 hours from the open period. Applications will be screened and processed in the order they are received.
- C. An application will be considered incomplete if it fails to include information concerning an applicant’s identification, income or if an applicant has intentionally withheld or misrepresented required information.
- D. For an Accessible Dwelling Unit, an application with a household member that is mobility disabled, their application will be processed prior to considering other applicants.

➤ **Income Requirements**

- A. Rental Income Requirements: Financially responsible applicant's income can be combined.
 - a. If the monthly rent is below 80 percent of the median household income: The applicant must demonstrate a monthly gross income of at least 2.5 times the amount of the rent.
 - b. If the monthly rent is above 80 percent of the median household income: The applicant must demonstrate a monthly gross income of at least 2 times the amount of the rent.
 - c. <https://www.portland.gov/sites/default/files/2020-01/table-30.01.086.d.2.a-b.pdf>
- B. If an applicant would like to include a non-financially responsible applicant over 18, they must be screened for factors relating to maintaining the property and for conduct consistent with health, safety, or peaceful enjoyment of the premises, and to evaluate prospective Tenants’ ability to comply with the Landlord’s Rules of Residency. This includes rental history and criminal history; financial factors such as income and credit will not be considered.

➤ **Security Deposit**

- A. Security Deposit: One month's rent is required upon application approval. *See regular screening criteria for details. An additional half a month's rent can be added if the applicant is conditionally approved subject to an applicant's demonstration of financial capacity or to offset risk factors identified by a screening company under the applicant screening portions of the FAIR Ordinance. Tenants may pay the additional security deposit to offset the risk factor in installments over a period of up to three months from move-in in amounts reasonably requested by the Tenant.

➤ **Rental References**

- A. A Landlord owning Dwelling Units within the City of Portland, may refuse to process the application of an Applicant who has verifiable repeated Rental Agreement violations with this Landlord if the most recent violation occurred within 365 days before the Applicant's submission date.