

**Rent Pro PDX Property Management & Construction Corp**  
**STANDARD RENTAL CRITERIA**  
*Review these criteria carefully.*

**A. Occupancy Policy**

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two Persons are allowed per bedroom plus one for the entire house.
3. An exception is made for children under the age of two. Children under two are allowed as an additional occupant of a single bedroom when the child resides with the parent or other adult(s) having legal custody.

**A. Application Process**

1. Select your rental unit.
2. Complete the application on the designated form. Must provide proof of citizenship as well as Provide valid government issued Picture ID for Positive Identification.
3. Pay your non-refundable credit/screening fee of \$50.00 per applicant over 18.
4. It is our goal to process applications in 24-48 business hours. If unable to verify rental history, employment or driver's license etc. Within
5. 48 hours, we reserve the right to deny you and move on to the next applicant. We would allow you to resubmit your application with the missing information for the already paid \$50.00 fee.
6. Once your application has been approved, you will be required to pay a \$500 hold deposit within 24 hours of approval. If you choose not to accept the unit, the hold deposit will be kept by the property management company. The hold deposit will be credited towards move in costs, if unit is accepted and a rental agreement is executed.
7. Once the application has been approved, a Rental Agreement must be signed by both parties. You will also be required to pay any conditional deposits or fees at the time you enter into the Rental Agreement. You are encouraged to read the Rental Agreement at the time you enter into the Rental Agreement.

**B. Access for Disabled**

1. Applicant must obtain landlord's approval before making modifications.
2. Assurance in writing that the work will be performed in a professional manner.
3. Applicant must provide reasonable details regarding the extent of the work to be done.
4. Provide landlord with name of qualified contractor to be used.
5. Appropriate building permits and required license need to be made available for inspection by the landlord.
6. A restoration deposit may be required according to fair housing guidelines.

**C. General Requirements**

1. A complete and accurate application. A current and previous rental reference with phone numbers. Incomplete Applications will be returned to the applicant.
2. To qualify up to a maximum of two incomes will be combined.
3. Applicants must be able to enter into a legal and binding contract.
4. Upon approval, applicants will be required to pay a minimum security deposit equal to one month's rent with a maximum of two times the rent amount depending on credit/criminal/rental references.
5. The security deposit is refundable.
6. Inaccurate or falsified information will be grounds for denial of the application.
7. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed eviction will result.
8. Any individual, who may constitute a direct threat to the health and/or safety of any individual, the complex, or property of others, will be denied.
9. If pets are allowed at the property, be aware that additional deposit will be required. Some properties require pet rent as well. If pets are allowed there is a 2 pet maximum.
10. You may be required to pay move-in costs with certified funds such as Money Order or Certified Check, depending on screening.
11. Renters insurance is required as permitted by law.

**D. Income Requirement**

1. Monthly income equal to two and a half times the stated monthly rent. (example: \$650.00/Rent, Income: \$1,625.00/Month minimum)
2. A current paycheck stub will be required if we are unable to verify income by phone/fax.
3. Verifiable income will be required for unemployed applicants. (Verifiable income may include, but not limited to Bank Accounts, Alimony/Child Support, Trust Account, Social Security, Unemployment, TANF, Grants/Loans)
5. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
6. If monthly income does not meet two and a half times the stated monthly rent, an additional security deposit equal to a full month's rent, qualified roommate or co-signer may be required.
7. A qualified cosigner will need to earn 5x the rent and have a credit score of 700 and above.
8. You will be denied if your source of income cannot be verified.

**E. Denial Criteria**

1. Your credit score is less than 650.
2. You owe any other rental agencies, collections agencies or owners for past tenancies.
3. You have been convicted 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.

4. You have been evicted in the past 5 years.
5. You have 4 or more late rent payments within a 12 month period.
6. You or anyone in your party has damaged a prior rental unit.
7. Your current or previous rental reference is negative, lacking information or is insufficient (less than 2 year's positive rental history).
8. Applicant's demeanor, bearing and treatment of management staff.

#### **B. Criminal Conviction Criteria**

\*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 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 involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- 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 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 occupants, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) 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.

#### **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.

#### **City of Portland Only:**

**Rent Pro PDX Property Management & Construction Corp will adhere to the Fair Access in Renting Ordinance when processing applications.**