



3140 SE Hawthorne Blvd.  
Portland, OR 97214  
Ph: 503-239-0015  
Fx: 503-239-0065

## APPLICANT SCREENING POLICY

### ***Application Process***

- We offer application forms to everyone who wants one.
- We review completed applications after each adult has viewed the inside of the rental.
- We review completed applications in the order in which we receive them.
- We may require up to three business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

### ***Complete Application***

- Each adult must submit the application fee of \$30.00 with a signed application.
- We will not review incomplete applications.
- We will not process applications without the screening fee of \$30.00 for each adult applicant.
- We will process one application for the rental unit at a time and accept the first qualified applicant(s).

### ***Identification***

- Each applicant must show current and valid picture identification.

### ***Prior Rental History***

- Rental history of 2 years must be verifiable from unbiased/unrelated sources.
- All current and previous landlord references will be verified. If we cannot verify previous landlord references your application may be denied.
- Exceptions may be made with increased deposits or a qualified co-signer.
- Applications may be rejected for unfavorable landlord reference or rental history.

### ***Sufficient Income/Resources***

- Gross household income shall be at least 3 times the rent (excluding utilities). Government assisted housing programs are exempted, depending on the amount of the subsidy. Exceptions may be made with a qualified co-signer.
- Income/resources must be verifiable through employer contact or paystubs. Self-employment income requires three business references, tax returns, and that the business has been established for one year. There are restrictions on home-operated businesses depending on the specific property.

### ***Credit/Criminal/Public Records Check***

- A credit/criminal/public records check will be performed.
- Applications may be rejected for unfavorable credit history.
- Negative reports (no credit?) may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.
- Applicants with felony convictions in the past five years may be denied tenancy.

***If your application is accepted*** you will have two days to bring in a non-refundable reservation deposit equal to one half of the normal monthly rent. This deposit is non-refundable under any circumstance and is applied toward the first month's rent. At the time the deposit is collected and funds are deposited into our account, the rental unit will be taken off the market. **This deposit will NOT be refunded if you change your mind.**

***If your application is denied***, you will receive written notice of the reason for the denial. If your application was denied as a result of derogatory information from an agency or service you will be told the name of the organization or person that provided that information.