

## Applicant Screening Criteria

New criteria effective April 29<sup>th</sup>, 2016

**IDENTIFICATION** – At time of application, each applicant 18 years or over shall provide copies of two forms of identification, one of which shall be state issued photo ID, and Social Security Card. Valid Passport, Military ID or a Permanent Resident card can be substituted for a driver's license and a Medicaid Card or a Tax Identification card (TIN) may be substituted for a Social Security Card. If you are unable to provide either a Medicaid card, Social Security card or TIN card a \$5 fee will be required at the time your application is received so we can run the number provided.

**SOURCE OF INCOME** – At the time of application, it shall be the obligation of the applicant(s) to provide proof of their monthly income. Monthly income shall be equal to 3 times the monthly rent and must be from a verifiable legal source. If income is within \$200 of 3 times the rental amount an increased deposit OR cosigner may be requested. Generally accepted documentation may include; if you are new hire please have your employer provide us with a business card as well as a letter on letterhead with your hire date, hourly rate of pay and how many hours you will be working on a regular basis. If employed, copies of the most recent pay stubs equaling 1 months' pay. If Self-Employed a copy of the last year's Schedule C or K. If you do not have a job but have a year's worth of income, we will consider that as your verifiable income if a bank statement is provided. Unemployment is considered a verifiable source of income.

\*Due to fluctuation in tips, bonuses and overtime these items will not be considered unless 6 months of additional steady income can be shown on your paystub. If income is based on commissions, 1 year of paystubs will be required. If income is based on commissions, 1 year of paystubs will be required.

**HOUSING REFERENCES** – The applicant(s) shall provide information necessary to verify current and previous rental history for the past two consecutive years, including Landlord names, phone numbers and fax numbers (if applicable). If the applicant's housing during the past two years has included home ownership, mortgage payment history shall be considered. **MOST CURRENT FOUR YEARS OF EVICTION FREE RENTAL HISTORY REQUIRED!!** If applicant is unable to provide 2 consecutive years of verifiable rental history a co-signer or an increased deposit may be required. Rental history not yet established will require a co-signer.

**CREDIT WORTHINESS** – Credit worthiness will be based off of your credit score per the following;

- a. Anything under 500 is grounds for denial
- b. 501 - 625 Full additional deposit will be required
- c. 626 - 650 Partial additional deposit will be required

Any discharged bankruptcy/ foreclosure in the last 24 months will require an additional FULL deposit. Credit not yet established will require a co-signer or a full additional deposit.

***Please note: If your credit reports shows you have any utilities in collections or we find that you owe any monies to your current or past landlords, we will ask that they be paid in full before we will approve your application. Proof will be required.***

**COSIGNER QUALIFICATION CRITERIA** - A co-signer will be APPROVED if all qualifications below are met, **if the cosigner does not meet any 1 of the following criteria then the cosigner will not qualify.**

**Rental History:** 3 years of valid and verifiable rental or mortgage history with no late payments.

**Criminal:** No convictions with in the past 5 years

**Income:** 4 times the rental amount of the unit in verifiable, garnishable income

**Credit History:** MUST have excellent credit; NO collections, charge offs or judgements.

Any bankruptcy (open and/or discharged) will result in denial.

**SECTION 8 APPLICANTS CRITERIA** – All Section 8 applicants are required to meet the same criteria as stated above, with the exception that the applicant only needs to meet 3 times the amount of their portion of the rent.

**DEMEANOR AND BEHAVIOR** – The behavior and demeanor of all applicants during the application process will be considered while determining approval.

**INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION** – Any information that is incomplete, ineligible, inaccurate, or falsified, may be grounds for immediate denial of application.

**ARREST AND CONVICTIONS** – Any applicant with a conviction within the past 5 years **MUST** have excellent and established credit. They must also have excellent, verifiable, and consecutive rental history in the last 5 years. An applicant will be denied if a conviction constitutes any of the following: a) drug-related crime; b) a person crime; C) sex offense; D) a crime involving financial fraud, including identity theft and forgery; or E) any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the health or safety of other individuals or could result in physical damage to the premises.

**APPLICANTS SHOULD CONSIDER THE FOLLOWING LIMITATIONS** –

- Occupancy may not exceed two persons per bedroom.
- Pets are only permitted after required forms and documentation are received and approved.
- Property Owner may require Renters Liability Insurance.

\*\* If any applicant needs assistance, known as “reasonable accommodation” in the application process please advise the Landlord. Applicant is urged to review the screening criteria to determine if requirements can be met.

**GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING FOR ALL APPLICANTS:**

Falsification of the rental application

A credit score of 500 and below

Any “open” bankruptcy

Unverifiable social security number

Verifiable income less than the required amount

Verifiable unpaid eviction showing on credit report or confirmed with landlord

Any outstanding balance owing to landlord

3 or more late payments and/or NSF checks in total

2 or more noise complaints and/or non-compliance within a 12 month rental period (current and/or previous)

Unverifiable income

Applicant screening is processed by Ned Baker Real Estate. Public records reports (evictions and convictions) are generated by either: Advanced Reporting PO Box 12398, Salem, OR 97309 (V) 503-375-0451 or by Pacific Screening, PO Box 25582, Portland, OR 97298 Phone: (800) 707-1941. If your application is denied based upon information received from any of the above you will be notified of the fact at the same time you are notified of the denial. A follow up letter of explanation will also be sent. You have the right to appeal the accuracy of the information.