

Rental Application Criteria

There is a \$32 application fee for each individual applicant.

Applications are accepted online and once they are fully completed (including screening reports), are processed on a first come, first served basis. We do not discriminate on the basis of age, race, color, religion, sex, disability, national origin, familial or marital status, sexual orientation, gender identity or source of income.

Required information:

- Application - complete application for each adult. Unfavorable information for any individual applicant may result in denial of all applications for that group.
- Residency history – past three years; have the name, address and phone number of previous landlords ready.
- Employment history – past three years; have the name, address and phone number of previous employers ready. If your employer charges a fee for verification, additional application fees may apply.
- Income - verifiable gross monthly income that is 2.5 times the amount of rent. Must provide documentation of income if other than from current employment
- Screening report – complete screening report for each adult, including but not limited to credit report, eviction proceedings, and criminal report

You may be asked to pay a higher security deposit (up to 2x the rent) for the following (except within the City of Portland):

- No credit or poor credit
- No landlord references (must be from an unbiased source; no roommate or family references).
- Less than one year of rental history.

The total security deposit required will be based on the least qualified applicant.

You may be denied tenancy and will forfeit your application fee for the following:

- Incomplete, inaccurate or misrepresentation of any information on your application.
- Insufficient income or employment history.
- Judgment of restitution (in last seven (7) years).
- If criminal background is considered a direct threat to the health, safety, or property of others. Felonies within the last seven (7) years and misdemeanors within the last (3) years will be considered.
- Judgment and/or multiple collections or charge offs in the last seven (7) years. Discharged bankruptcy within the last twelve (12) months or any open bankruptcy.
- Negative landlord reference including: money owed to a prior landlord, three violation notices issued in a one-year period (ie 72 hour notice, NSF, noise/disturbance, unauthorized pets or occupants), excessive damage upon move out or if a landlord refuses to give a reference.
- We determine or we have known information that you would be a direct threat to the health and safety of other tenants, guests, apartment complex, owner, owner's agents, and/or the property.

Rental Application Criteria - Continued

If your application is approved:

A deposit to hold the unit in the amount of ½ of the required security deposit, is required to be submitted within five (5) business days. If this is not received and/or you fail to take possession of the premises as agreed, you will forfeit all monies paid. Payments can be made online, by cashier's check or money order.

Disclosure of Non-compliance Fees:

- \$50-\$125 Late Fee, when rent is not received by the 5th day of the month.
- \$250 smoke detector/carbon monoxide alarm tampering or removal per state law.
- \$35 NSF check fees plus bank charges, for payment returned by your financial/banking institution.
- Early lease termination: equal to one and a half times the stated rent
- \$50 rule violation fees, when a 2nd offense notice is issued. \$50 plus 5% of the rent when third or subsequent violations are issued:
 - \$50 for late payment of utility or service charge that is paid directly to the Landlord (per occurrence).
 - \$50 for failure to clean up pet, service animal or companion animal waste, garbage, rubbish or other waste from outside of dwelling unit (per occurrence).
 - \$50 parking violations (per occurrence).
 - \$50 for improper use of vehicle within the premises (per occurrence)
 - \$50 Unauthorized Dumping Fee, plus any actual charge levied by the hauler to dispose of the items.
- \$250 Smoking violation in a non-smoking unit/building (2nd offense notice)
- \$50 Unauthorized pet fee (1st offense, after warning) and \$250 per violation thereafter.
- \$50/hr. (or fraction thereof) collections and court action administrative fee, in addition to court costs (varies by jurisdiction).
- The prevailing maintenance rate charged if you request assistance for a lock change, lock out, lost key, if you or your pet cause damage while residing in the unit or if you miss an appointment with a scheduled vendor.

Renters Insurance

We require all tenants to obtain and maintain renter's liability insurance in the amount of \$100,000 (minimum). Tenants must provide proof of insurance prior to moving in. Tenant is not required to obtain renter's liability insurance if Tenant's household income is less than 50% of the median income for the area adjusted for family size and determined by the State Housing Council or the dwelling unit occupied by Tenant has been subsidized with public funds except housing assistance payments not tied to the dwelling unit, such as under 42 USC 1437F (ie Section 8). Failure to carry renter's insurance is a violation and may result in fines or eviction.

Animal Policy

Pet policy is based by each unit.

Pet deposit: \$200 (refundable) Pet rent: \$30 pet rent per month

Our insurance restricts the following:

“Aggressive dogs” means dogs with any of the following characteristics:

- Genetically 50% or more of the Pit Bull, Rottweiler or Doberman Pinscher breed;
- Weights over 80 pounds; Have previously caused “bodily injury”; or
- Have previously caused serious injury or death to another dog or pet.”

