

First Class Property Management, LLC

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RENTAL CRITERIA FOR RESIDENCY

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We do not discriminate on the basis of age, race, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, sexual identity or source of income. Please note, if you are a caregiver to one of our residents you must complete an application. You will be screened for conduct and criminal only. Your credit history and/or income will not be screened or used as grounds of denial.

OCCUPANCY POLICY

- 1) Occupancy is based on the number of bedrooms in a unit. *A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.
- 2) The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms and whether any occupants will be infants.

GENERAL STATEMENT

- 1) Current, positive, government-issues photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
- 2) Each applicant will be required to qualify individually or as per specific criteria area.
- 3) Inaccurate, incomplete or falsified information will be grounds for denial of the application.
- 4) Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
- 5) Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied.

INCOME CRITERIA

- 1) Monthly income must be equal to three times stated rent*, and must be from a verifiable, legal source. If applicants monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial. *If applicant will be using local, state or federal housing assistance as a source of income, Stated Rent: as used in this sections means that portion of the rent that will be payable b applicant and excludes any portion of the rent that will be paid through the assistance program.
- 2) Eighteen (18) months of verifiable employment will be required if used as a source of income. Less than 18 months verifiable employment will require an additional security deposit or acceptable co-signer.
- 3) Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

RENTAL HISTORY CRITERIA

- 1) Eighteen months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership is required. Less than eighteen months verifiable rental history will require an additional security deposit or acceptable co-signer.
- 2) Three or more notices for nonpayment of rent within one year will result in denial of application.
- 3) Three or more dishonored checks within one year will result in denial of the application.
- 4) Rental history reflecting any past due and unpaid balance to a landlord will result in denial of the application.
- 5) Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

EVICTION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in judgment for the applicant will not be considered.

CREDIT CRITERIA

- 1) Negative or adverse debt showing on consumer credit report will require additional security deposit or acceptable co-signer.
- 2) Ten or more unpaid collections (not related to medical expense) will result in denial of the application.

RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well" Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate the applicant will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this applicant.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (Which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), 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.

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 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 Convictions 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, kidnaping, 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 the 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 in that requires lifetime registration 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 occupant's 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) Certification of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of training 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 and 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 result 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 (up to 48 hours) 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.

All First Class Property Management, LLC applications are processed through Pacific Screening (503)297-1941 using the criteria listed in this document. If you should have any questions regarding an adverse action (denial) on your application please contact Pacific Screening to inquire.

REQUIRED DOCUMENTS

Required documents to be considered complete Application:

- 1) Completed Application**
- 2) Signed Screening Criteria**
- 3) Copy of State Issued Photo ID**
- 4) Application Screen fee of \$50 (per adult)**
- 5) Proof of Income**

ACKNOWLEDGEMENT

By signing below I agree I have read and understand the screening criteria listed in this document. I agree applications are processed in order received and are not considered complete until all documents from all applicants in the party have submitted completed documents. Upon approval, minimum of 50% of the security deposit is due within 48 hours to hold the property or the next applicant will be processed. Applicant agrees to take possession of property and applicable utilities within fourteen (14) days of approval.

Property Address	
Stated Monthly Rent	
Additional Monthly Charges	
Security Deposit	
Lease Terms	
Other:	

Sign Date

Sign Date

Sign Date

Sign Date