

Applicant Screening Criteria

If any applicant needs any assistance, known as "reasonable accommodation" in the application process, please notify the landlord. All applicants are advised to review the applicant criteria to determine if requirements can be met.

IDENTIFICATION

At time of application, applicant(s) shall provide copies of two forms of identification, one of which shall be state issued photo ID and Social Security Card. United States Passport or Medicaid Card may be substituted for a Social Security Card.

APPLICANT PROCESS

All applicants are advised to review the applicant criteria to determine if requirements can be met.

- Each applicant over 18 years of age shall submit a completed application and pay the appropriate application screening fee(s), *see below for details*.
- Each applicant shall provide a legally issued social security number or tax identification number.
- Acceptance or denial of the application may take up to 7 business days.
- Upon acceptance applicant(s) may be required to complete, sign and pay a reservation deposit, rental agreement and/or pay applicable fees and/or deposits within 48 hours. Payment is required to be in certified funds, i.e. money order or cashier's check.

RENT TO INCOME RATIO

Combined gross income of all applicants shall be 3 times the monthly rent.

SOURCE OF INCOME

Stability of the source and amount of income during the past five years may be considered.

- All sources of income from employment and non-employment shall be legally obtained and verifiable.
- At the time of application, it shall be the obligation of the applicant(s) to provide proof of income by submitting copies of the following: If employed, copies of the last two pay stubs of the most recent months; if self employed, copies of the last two tax returns (Schedule C); copies of assistance checks or verification from assistance sources of amount, consistency and duration; retirement, documents to prove amount of income or other information as designated by landlord.

HOUSING REFERENCES

The applicant(s) shall provide information necessary to verify current and previous rental history for the past five years, including Landlord names, phone numbers and fax numbers (if applicable). Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicant's housing during the past five years has included home ownership, mortgage payment history shall be considered.

CREDIT WORTHINESS

Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history should be free of evictions for the past 3 years, judgments, collections and bankruptcies. A valid explanation may be considered by the Landlord if provided by applicant(s) IN WRITING.

ALBANY: 541 918-4040 • FAX 541 918-4088 • TOLL FREE 866 833-8664
2910 SANTIAM HIGHWAY SE • ALBANY, OREGON 97322

CORVALLIS: 541 918-4040 • FAX 541 918-4088 • TOLL FREE 866 833-8664
2175 NW PROFESSIONAL DRIVE • CORVALLIS, OREGON 97330

EUGENE: 541 284-8110 • FAX 541 284-8111 • TOLL FREE 866 833-8664
4710 VILLAGE PLAZA LOOP, SUITE 220 • EUGENE, OREGON 97401

LIMITATIONS

- Occupancy is limited to 2 persons per bedroom
- Smoking is not allowed in unit unless otherwise specified
- Pets may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.

ARRESTS AND CONVICTIONS

Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied. Excellent verifiable rental history and excellent credit (no accounts may be delinquent or in collection status) will be taken into consideration when evaluating the conviction(s).

DEMEANOR AND BEHAVIOR

The behavior and demeanor of applicants during the application process will be considered.

INCOMPLETE, INACCURATE OR FALSIFIED INFORMATION

Any information that is incomplete, ineligible, inaccurate, or falsified may be grounds for immediate denial of application.

VARIANCE POLICY

Failure to meet the screening criteria as stated may be grounds for:

- Denial of the application
- Guarantor, such individual(s) will be required to have excellent rental history and excellent credit
- Additional deposit

Applicant screening fee(s) are separate status of the applicant's (age 18 & Older) credit (regardless of marital status). Applicant screening fee is \$50.00 for the first adult; \$50.00 for each additional adult. Guarantor screening fee is \$25 per guarantor. All guarantors must provide a social security number in order to obtain credit history. Any adult, who will be residing in the unit consecutively for 14 days or more, is no longer considered a guest and is required to apply for tenancy.

If your application is denied based upon the basis of credit, criminal or eviction records, upon your request, you will be supplied with an address and phone number of the reporting agency used to obtain these records. A follow up letter of explanation will also be sent. You have the right to appeal the accuracy of the information.