

PRIORITY ONE PROPERTY MANAGEMENT

SCREENING CRITERIA

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing)
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or other adult(s) maintaining proper legal custody.

II. APPLICATION PROCESS

Steps to become a resident at a property.

1. Select your rental unit.
2. Complete the application on the designated form.
3. Pay your non-refundable credit/screening fee of \$40.00 dollars in a money order or cashier's check only.
4. Once you have been approved, you will be required to pay the minimum Non-refundable reservation deposit which will be applied to you monies owed upon move-in of date agreed upon in the lease. This amount will be equal or greater than the amount of one month's rent.
5. Be prepared to wait one to two business days for the information on your application to be verified. We strive to complete applications as quickly as possible, however we are at times delayed by the parties we are requesting verifications from and this can take up to 4 business days. If we are unable to verify references with the information provided this will result in a denial of your application.
6. Once the applications are completed and signed by all parties over 18 years of age we will begin the screening process and from this point on your screening fees are non-refundable. You are encouraged to read the rental agreement at the time of application and this screening criteria thoroughly.

III. DISABLED ACCESSIBILITY

STANDARD allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. STANDARD requires:

1. Written approval from the landlord before modifications are made.
2. Written assurances that the work will be performed in a professional manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names and qualifications of the licensed contractors to be used.
5. All appropriate building permits and required licenses made available for landlord inspection.

IV. GENERAL REQUIREMENTS

1. Positive identification with a picture will be required, presented to agent and/or provide clear copies front and back, faxed copies not accepted. (as they usually have poor quality)
2. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant and we will immediately move on to next application being held*).
3. Each applicant will be required to qualify individually and complete separate applications all sections of applications 100% completed.
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial and we will immediately move on to next application being held.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.

V. INCOME REQUIREMENTS

1. **Monthly must equal 3 times the stated monthly rent.**
2. A current paycheck stub from the employer is required.
3. Verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to; Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans*)

4. Self employed applicants will be required to show proof of income through copies of the previous year's tax returns.
5. If monthly income does not equal 3 times the stated monthly rent, we may accept 2x the rent if no other debt and good credit and rental references - . AND a security deposit equal to a full month's rent **in addition** to regular security deposit required, qualified roommate or co-signer will be required and held to same high screening criteria standards.
6. If applicant has approved current valid section 8 voucher the amount of assistance can be applied to the 3 times amount of rent income requirement. If section 8 housing voucher covers 90-100% of the monthly rent, then income requirement will equal minimum of 1 time amount of the rent or greater.
7. **You will be denied if your source of income cannot be verified.**

VI. EMPLOYMENT REQUIREMENTS

1. **1 year of verifiable employment will be required. If less than one year add'l deposit will be required.**
2. Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
3. You will be denied if you are unemployed and an alternative source of income cannot be verified.

VII. RENTAL REQUIREMENTS

1. **1 year of verifiable rental history from a current third party landlord is required.** (*Rental references ending 12 months prior to the date of application will not be considered current*)
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. 5 years of eviction free rental history will be required. (no exceptions)
5. A co-signer will be required when rental history does not meet third party rental criteria, but residency can be verified with parents, student housing or military housing. Co-signer we be held to same high standards and meet all requirements in order to be approved.
6. Rental history reflecting past due rent or an outstanding balance will be denied.

VIII. CREDIT REQUIREMENTS

1. **Good credit will be required - A credit score of 600 or higher is required - No exceptions**
2. Bankruptcies filed within one year from the date of application will be denied.

IX. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution

All shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges. *If there are multiple convictions, guilty pleas or no contest pleas on the applicants record, Owner/Agent may increase the number of years by adding together the years in each applicable category.*

X. DENIAL POLICY

If your application is denied due to negative and adverse information being reported, you may;

1. Contact Priority One # 503-723-7700 to discuss your application.
2. Contact the credit reporting agency to;
 - a) Identify who is reporting unfavorable information
 - b) Request a correction if the information being reported is incorrect