

APPLICATION PACKET

**Before presenting to
prospective applicant(s),
PLEASE ADD:**

**1 Metro Multifamily Housing
RENTAL APPLICATION**

RESIDENT SCREENING AND SELECTION POLICY

As part of the application process, we may obtain an Investigative Consumer Report, which may include information on your character, general reputation, personal characteristics and mode of living.

You have a right to request a written summary of your rights under the Federal Fair Credit Act as well as a complete and accurate disclosure of the nature and scope of the investigation requested. The request should be made to the landlord or credit reporting firm listed on the application.

We are in total compliance with State and Local Federal Housing Laws. No person(s) shall be discriminated against on the basis of race, religion, sex, disability, familial status, age, national origin, source of income, marital status or sexual orientation. Our goal is to be consistent and apply all of our criteria and regulations equally to all applicants.

OCCUPANCY STANDARDS

<u>Apartment Size</u>	<u>Maximum Occupancy</u>
Studio	3 persons
One bedroom	3 persons
Two bedroom	5 persons
Three bedroom	7 persons

APPLICANT SCREENING AND SELECTION PROCESS

All persons 18 years or older who will be occupying the unit are required to complete a separate rental application. Each applicant must sign the separate rental application form and applicant screening consent form. The screening investigation will be conducted at the expense of each applicant. The screening fee is non-refundable, regardless of approval or denial.

All applicants shall be jointly and severally liable for the rental contract. Applicants must be legally able to enter into a binding contract, rental or lease agreement. Applicants are required to provide two pieces of verifiable identification, one with picture identification to verify applicant validity.

Applications will be processed in order of time received. The first applicant to qualify shall be entitled to rent the unit.

The application must be completely filled out. Incomplete applications will result in denial of the application.

Upon receipt of the screening results, we will apply the following standard criteria for APPROVAL:

I. Credit History

1. A good credit history is required for approval. Ten (10) or more unpaid collections (not medical related) reported from the credit bureau will result in denial.
2. A debt to income ratio of no more than 30% is required.
3. Good references, lack of debt and good rental history can offset the lack of a credit history (but not a bad credit history) if all other requirements are met.

II. Rental History

1. Current and previous verifiable landlord references with telephone numbers shall be listed on the rental application for a minimum of 13 months. The applicant's name must have been on the rental or lease agreement to qualify as a reference. Four (4) years of eviction free rental history will be required.
2. Previous long-term home ownership may be substituted for rental history. Mortgage lenders and/or land sales contract persons will be listed for homeowners. Mortgage payments must be current.
3. Two phone calls per day in a 72-hour period will be made to contact and verify references.
4. A positive, good reference from current and previous landlords is required. Failure to provide correct, verifiable references will result in denial of the application.
5. Good reference, good credit and lack of debt can be used to offset the lack of a rental history (but not bad rental references) if all other requirements are met.
6. Rental history demonstrating documented noise or other disturbance complaints will be denied when the former manager would not re-rent.
7. Four (4) or more 72 Hour Notices within a period of one year will result in denial.
8. Three (3) or more NSF checks within a period of one year may result in denial.
9. Rental history reflecting past due and unpaid rent will be denied.

III. Employment History and Income

1. Employment must be verifiable for a period of one (1) year. Less than one year with related employment is acceptable (e.g. two jobs of the same type). Income must be verifiable through employer contact. A current paycheck stub from the employer will be required if we are unable to verify income over the phone.
2. Net income shall be three (3) times the rent. If all other screening factors are satisfactory, net income that is 90% of three (3) times the rent will be acceptable.
3. Applicants who are retired, on disability or other forms of regular and steady income will be required to provide verification that income is three (3) times the rent. (Verifiable income may mean, but is not limited to, Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans.)
4. The combined income of roommates will be considered provided that each applicant earns a minimum of two times the stated monthly rent, or a qualified co-signer can be provided.
5. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.

On marginal cases of unacceptable credit history, rental history, employment history, or income levels, East Island Property Manager Company accepts additional funds and/or the addition of an approved co-signer.

The "Additional Deposits" and/or "Co-signer" additions apply in the following circumstances:

1. An applicant with past credit problems, but who shows current credit worthiness with a good rental history and adequate income.
2. An applicant, who is new to the area, recently graduated from school or has recently returned to the work force so that current employment is less than one year, but whose rental and credit history is good and whose income is adequate.
3. An applicant who has been living at his/her parents' home and does not have rental history, but whose credit, employment and income levels meet all of the requirements.
4. An applicant who does not have three (3) times the rent in income, but who otherwise meets the employment and credit criteria.
5. Students and persons planning to become students who do not have income as required will be required to have a qualified co-signer.
6. Negative or adverse debt exceeding \$100 on a credit bureau (i.e. – *Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit equal to a full months rent or a qualified co-signer. In the case of a home foreclosure, if the foreclosure is the only negative debt showing, and all other areas of the consumer report are satisfactory, an additional deposit or co-signer may not be necessary.
7. Bankruptcies discharged within one year from the date of application will require a qualified co-signer.
8. Rental history demonstrating residency, but not contractual rental history, will require a security deposit equal to a full months rent.
9. A co-signer may also be required when contractual rental history does not meet the criteria, but residency can be verified with parents, student housing or military housing.

NOTE: Co-signers must fill out an application; meet all the requirements of a tenant, and have a background investigation run for which a non-refundable fee must be paid. Additional deposits may be required with out-of-state co-signers.

Failure to meet any of the above criteria shall result in denial of the application. In addition, any of the following shall result in DENIAL.

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 or no-contest to, any crime.

1. 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
2. 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
3. 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
4. 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, 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.
- 5.

IV. Denial Policy

If your application is denied due to negative and adverse information being reported from the screening company, you may:

1. Contact the screening company to discuss your application and their investigation.
2. If the denial was based on negative credit, contact the credit reporting agency listed on the denial letter to:
 - a) Identify who is reporting unfavorable information.
 - b) Request a correction of the information from the Credit Bureau.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to our: **Equal Housing Opportunity Manager**

Your letter should include the reasons you believe your application should be re-evaluated and request a review of your file. Your application will be reviewed within seven working days from the date your letter was received. You will be notified of the outcome.

V. Assisted Living Criteria

Applicants requiring the assistance of a permanent or temporary live-in care-giver, will be required to have the caregiver fill out an application and pay a screening fee. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet complex requirements regarding criminal history or their application will be denied.

I/We have read and understand this Screening and Selection Policy.

Applicant Name: _____ Co-Applicant Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every Consumer Reporting Agency (CRA). Most CRA's are credit bureaus that gather and sell information about you to creditors, employers, landlords and other businesses, such as, if you pay your bills on time or have filed bankruptcy. You can find the complete text of the FCRA, 15 U.S. C. 1681-1681u at the Federal Trade Commissions Web Site (<http://www.ftc.gov>). The FCRA gives you specific rights as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you, such as denying an application for credit, insurance, or employment, must tell you and give you the name, address, and phone number of the CRA that provide the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file and a list of everyone who has requested it recently. There is no charge for the report if a person has action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days; (2) you are on welfare; or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source, also, must advise national CRA's to which it has provided the data, of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement in future reports. If any item is deleted or dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone, such as a creditor who reports to a CRA that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA, usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer or prospective employer without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or, in some cases, a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA. For questions or concerns regarding CRA's, creditors and others not listed below, please contact:

For CRA's:

Federal Trade Commission, Consumer Response Center-FCRA, Washington, DC 20580
PH: 202-236-3761

MOVE-IN UTILITY INFORMATION SHEET

IMPORTANT – READ CAREFULLY

PROSPECTIVE RESIDENT	COMPLEX NAME
NEW ADDRESS	UNIT #
	MANAGER NAME
	MANAGER PHONE #
PLANNED MOVE-IN DATE	ACTUAL MOVE-IN DATE

Dear Prospective Resident:

Thank you for your application. This letter will pertain to you after your application has been approved. It is the policy of us to require all incoming residents to personally contact the utility company/companies to advise them of start-up service. The utility company/companies will also be notified to remove the property name from the temporary service as of the date of planned move-in. **If you fail to contact them, you will have an interruption of service.**

When you contact the utility company and make service arrangements, please obtain your new account number and list below for the manager's records. Please return this sheet with the information. **Without exception, this will be required before your keys can be issued.**

The following information may be helpful in making contact:

UTILITY COMPANY	PHONE NUMBER	NEW ACCOUNT (Resident to Complete)
[] Portland General Electric (Portland)	503-228-6322	
[] Portland General Electric (Salem)	503-399-7717	
[] Pacific Power & Light (Portland)	1-888-221-7070	
[] Northwest Natural Gas (Portland)	503-226-4210	

Thank you for your cooperation. Your efforts to take care of this matter in a timely way will greatly assist in the move-in process.

MANAGEMENT