



PORTLAND SIGNATURE PROPERTIES
1800 NW 167th Place, Suite #150
Beaverton, Oregon 97006
Cell: 503-484-5617, Fax 503-645-5136

RENTAL CRITERIA

A. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defines as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom plus one for the entire unit.
3. An exception is made for children under the age of two. Children under two are allowed as an additional occupant of a single bedroom when the child resides with parent of other adults having legal custody.

B. APPLICATION PROCESS

1. Complete the application on the designated form.
2. Pay your non-refundable credit/screening fee of \$35.00 dollars per adult.
3. Be prepared to wait at least two business days for the application verification process.
4. Once the application has been approved, a Rental Agreement must be signed by both parties. You will also be required to pay any conditional deposits or fees at the time you enter into the Rental Agreement. You are encouraged to read the Rental Agreement at the time of application.

C. GENERAL REQUIREMENTS

1. Positive identification with a picture will be required.
2. A complete and accurate Application listing a current and at least one previous reference with phone numbers will be required. Incomplete Applications will be returned to the Applicant
3. Each applicant will be required to qualify individually (individuals who's credit is not Combined must submit separate applications.
4. Applicants must be able to enter into a legal and binding contract.
5. Inaccurate or falsified information will be grounds for denial of the application.
6. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later Illegal drug use is confirmed, eviction will result.
7. Any individual who may constitute a direct threat to the health and/or safety of any Individual, the complex, or property of others, will be denied.

D. EMPLOYMENT REQUIREMENTS

1. Six months of verifiable employment 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. A security deposit equal to a full month's rent will be required when employment does not meet the state requirements.
4. You will be denied if you are unemployed and we are unable to verify income that reason-ably affirms your ability to pay rent.

E. RENTAL REQUIREMENTS

1. One year of verifiable rental history from a third party landlord is required.
2. Ten years of eviction free rental history will be required.
3. Rental history demonstrating documented disturbance, damage, 72 hour notices, NSF checks is grounds for denial.

Applicants Initials: _____ **Date** _____

F. CREDIT REQUIREMENTS

1. A personal credit report will be obtained.
2. Outstanding bad debt (i.e. slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs) is grounds for denial.

G. CRIMINAL CONVICTIONS CRITERIA

Upon receipt of the Rental Application and screening fee, landlord shall conduct a search of public records to determine whether the applicant, or any proposed tenant, has been convicted of any crime within the previous seven years. A conviction or convictions or incarceration of any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drugs, pornography, sex crimes or weapons charges shall be grounds for denial of the Rental Application. Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts. Normal procession will continue at such time.

H. REJECTED REQUIREMENTS

If your application is rejected due to negative and adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
 - a. If incorrect follow procedures for correction of the data.
3. Upon receipt of the corrected information, your application will be re-evaluated for the next available unit.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, contact our office:

Portland Signature Properties
1800 NW 167th Place, Suite 150
Beaverton, Oregon 97006
503-484-5917 Cell 503-645-5136 Fax

In the letter explain the reasons you believe your application should be re-evaluated and request a review of your file. Within seven working days of receipt of you letter, your application file will be reviewed and you will be notified of the outcome of the review.

I. FEES AND SECURITY DEPOSITS, COST OF ITEMS.

- 1) Application Fee \$35.00 per adult.
- 2) Security deposits are based on rent value (i.e.) Rent \$1295 security deposit is \$1200.00 ... Rent \$1495.00 per month Security Deposit \$ 1400.00
- 3) Pet Security deposit \$500.00 per pet.
- 4) Late payments of rent \$150.00 per occurrence.
- 5) New stove top drip pans under burners \$25.00
- 6) NSF Fee \$25.00 per occurrence.
- 7) New Furnace Filters \$25.00
- 8) Cost of Carpet Cleaning and House Cleaning.

J. COST OF ITEMS NOT RETURNED TO LANDLOARD DURING MOVE OUT

- 1) Garage door openers not return or lost \$50.00 per opener.
- 2) Costs of house keys not return or lost \$25.00
- 3) Costs of mailbox keys not returned or lost \$75.00
- 4) Costs of tampered with or removal of smoke / CO2 detectors \$50.00 each.
- 5) Batteries for smoke / CO2 detectors not operating \$10.00 per detector.

Applicants Initials: _____ **Date** _____

Portland Signature Properties Rental Application

Cell 503-484-5617

Fax 503-645-5136 Attn: Tracy Smith

Property Address: _____ Move-in date: _____ Today's date: _____ Time: _____ Picture
Identification yes no Amount of deposit: \$ _____ Amount of Fee's: _____

Applicant # 1

Last Name _____ First Name _____ Middle _____ Birthdate: _____

Telephone: () _____ S.S.#: _____ Drivers License, State & #: _____

Do you Smoke? _____ E-Mail address _____

1) Personal Reference Name: _____ Relationship: _____ Phone# _____

2) Personal Reference Name: _____ Relationship: _____ Phone# _____

Current Address: _____ City: _____ State: _____ Zip: _____

Current Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why are you moving? _____ Rent amount: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Previous Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why did you move? _____ Rent amount: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Previous Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why did you move? _____ Rent amount: _____

Employment/Income

Employer _____ How Long? _____

Job Title: _____ Salary(per month)\$ _____ Full-time Part-time

Supervisor: _____ Telephone: _____ Additional Income: _____

Credit/Financial Reference:

Bank: _____ Branch: _____ Checking acct#: _____

Savings acct# _____ Ever Filed Bankruptcy? _____ Have you ever been evicted? _____

Applicant #2

Last Name _____ First Name _____ Middle _____ Birthdate: _____

Telephone: () _____ S.S.#: _____ Drivers License, State & #: _____

Do you Smoke? _____ E-Mail address _____

1) Personal Reference Name: _____ Relationship: _____ Phone# _____

2) Personal Reference Name: _____ Relationship: _____ Phone# _____

Current Address: _____ City: _____ State: _____ Zip: _____

Current Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why are you moving? _____ Rent amount: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Previous Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why did you move? _____ Rent amount: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Previous Landlord: _____ Phone: _____ Fax: _____

Since: _____ Why did you move? _____ Rent amount: _____

Employment/Income

Employer _____ How Long? _____

Job Title: _____ Salary(per month)\$ _____ Full-time Part-time

Supervisor: _____ Telephone: _____ Additional Income: _____

Credit/Financial Reference:

Bank: _____ Branch: _____ Checking acct#: _____

Savings acct# _____ Ever Filed Bankruptcy? _____ Have you ever been evicted? _____

Portland Signature Properties Rental Application

Cell 503-484-5617

Fax 503-645-5136 Attn: Tracy Smith

Personal Property:

Automobile: Make: _____ Model: _____ Year: _____ License #: _____ State: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____ State: _____

Vehicles/boats: Make: _____ Model: _____ Year: _____ License #: _____ State: _____

For purposes of identification only, please list names and birthdates of other persons to occupy unit:

DOB: _____

DOB: _____

DOB: _____

DOB: _____

Applicant comments & explanations-

Pets: _____

Applicant Screening Charge Disclosure(s)

1. Owner/Agent may obtain a tenant screening or credit report which generally consists of:

Credit history including credit standing:

Public Records, including but not limited to judgments, liens, evictions and status of collection accounts:

Information verification:

Current obligations and credit ratings:

Criminal Records

2. Owner/Agent is requiring payment of an applicant screening charge \$_____ none of which is refundable unless the owner/Agent does not screen the applicant. Application valid up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware than an incomplete application my cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but no limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

date _____

date _____