

RENTAL CRITERIA

Pacific Tower Apartments
333 NW 4th Ave
Portland, Or 97209
Office (503-224-9393) Fax (971-544-1491)

I. APPLICATION PROCESS

1. Complete the Application on the designated form.
2. Pay your non-refundable credit/screening fee of \$35.00 dollars (\$40.00 if completed online at www.pacificscreening.com).
3. Be prepared to wait a minimum of one business day for the information on your Application to be verified.
4. Once screening is approved pay the \$250.00 execution deposit by money order or cashiers check within 24 hours. This reserves your apartment until move-in. Upon move-in the deposit will be applied to the owed security deposit amount. The standard security deposit is (1) one month rent. If at any point you cancel, the \$250 execution deposit will be forfeited.
5. Once screening is approved, management will complete a review of all applications to determine Section 42 program eligibility.
6. Upon application and Section 42 approval, rent and security deposit must be paid in full on our before your move in day and must be paid by money order or cashier's check. Personnel checks will be accepted for future payments.

II. GENERAL CRITERIA STATEMENT

1. Positive identification with a picture will be required. Applicant must be a legal US resident. Non-US citizens must show proof of legal status, student verification, or immigration documents.
2. A complete and accurate application listing the current and at least one previous verifiable rental reference and phone numbers. Incomplete applications will be returned to the applicant.
3. Each applicant will be required to qualify individually. Two persons are allowed per bedroom.
4. Applicants must be able to enter a legal and binding contract.
5. Inaccurate or falsified information will be grounds for denial.
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 safety of an individual, the community, or the property of others, will be denied.

III. INCOME CRITERIA AND CONTINGENCIES

1. Pacific Tower operates under Section-42 of the IRS Tax Code and requires that applicants meet income guidelines prior to move-in. All household information will be verified according to program guidelines and you must promptly provide required supporting documentation.

Maximum Household Income Limits

	1 Person	2 People	3 People	4 People
30%	\$15,030	\$17,190	\$19,320	\$21,480
60%	\$30,060	\$34,380	\$38,640	\$42,960

2. Monthly household income should be equal to two times the stated monthly rent. Applicants with income less than 2 x monthly rent must demonstrate savings equal to 12 months rent and living expenses, and pay a security deposit equal to two months rent.
3. If monthly income does not equal two times the stated monthly rent, your application will be denied
4. Application will be denied if your source of income cannot be verified.

V. CREDIT CRITERIA AND CONTINGENCIES

1. Negative or adverse debt exceeding \$1,500 on a credit bureau (*ie... Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit equal to two months rent. Negative or adverse debt exceeding \$10,000 will result in denial.
2. Open bankruptcy will result in denial.

VI. RENTAL CRITERIA AND CONTINGENCIES

1. Twelve (12) months of verifiable contractual rental history from a current third party landlord or home ownership is required. (*Rental references ending 12 months prior to the date of application will not be considered current.*)
2. Rental history demonstrating residency, but not contractual rental history, will require two months security deposit.
3. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
4. Home ownership negotiated through a land sales contract is verified through the contract holder.
5. Four (4) years of eviction free rental history will be required.

6. Rental history reflecting more than \$100 in property debt will be denied. If property debt is settled a security deposit equal to two month's rent will be required.
7. Rental history demonstrating documented noise or other disturbance complaints will be denied when the former manager would not re-rent.
8. Four (4) or more 72 Hour Notices within a period of one year will result in denial.
9. Three (3) or more NSF checks within a period of one year will result in denial.

VII. PET POLICY:

1. A pet must be approved by management and payment of pet deposit made prior to moving a pet in. Up to 2 pets are permitted.
2. 60 lb weight limit for dogs and a breed restriction apply.

VIII. DISABLED ACCESSIBILITY

The property allows the 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 per Fair Housing guidelines. The property requires:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
3. Written approval required from the landlord before modifications are made.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate city, county or state building permits and required licenses made available for landlord inspection.
6. A restoration deposit may be required per Fair Housing guidelines.

IX. BUILDING ACCESS CRITERIA

1. Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$15.00. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet property requirements regarding criminal history or their application will be denied. Similarly, prior to being issued a Security entry key, non-residents must pay for and pass the limit screening as described above and pay a \$50 deposit for security entry key.

X. 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, prostitution, 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 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.

XI. DENIAL POLICY

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

1. Contact Pacific Screening at 1-800-707-1941 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
 1200 NW Naito Parkway, Suite 650
 Portland, OR 97209

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.