

RENTAL 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 for sleeping, with at least one window and a closet for clothing.)

2. Two persons are allowed per bedroom. For properties in which some or all utilities are paid for by OWNER, an additional rent charge of \$15 per person will be assessed for each occupant above two. 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: 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. 4. Once you have been approved, you must pay the minimum refundable security deposit within seven days. 5. Be prepared to wait at least one business day for the information on your application to be verified.

III. General Requirements 1. Positive identification with a picture will be required. 2. Each adult must complete an application and pay the non-refundable credit/screening fee of \$40.00. 3. Each applicant must provide a valid Social Security Number (SSN). If the applicant's SSN has been issued in the last five years, the applicant must provide a valid passport, visa or green card as additional identification. If a credit report shows multiple names under a single SSN, the applicant must provide a valid passport, visa or green card and a form from the Social Security Administration confirming that the SSN belongs to the applicant. 4. All applicants who are not citizens of the United States must demonstrate that they are in the country on a valid visa. 5. 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). 6. Applicants must be able to enter a legal and binding contract. 7. Incomplete, inaccurate or falsified information will be grounds for denial. 8. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied. 9. 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.

IV. Credit Requirements 1. A consumer credit report will be obtained. 2. Applicants with outstanding non-medical bad debt between \$1.00 and \$1,000.00 on a credit bureau (i.e. Slow pay, Collections, Bankruptcies, Repossessions, Liens, & Wage Garnishment programs) or applicants with no credit history or credit history of less than one year will be required to pay an additional security deposit of one month's rent. 3. Applicants with medical collections between \$1.00 and \$5,000.00 and with additional bad debt between \$0.00 and \$500.00 will be required to pay an additional security deposit of one month's rent. 4. Outstanding bad debt exceeding \$1,000.00 on a credit bureau (i.e. Slow pay, Collections, Bankruptcies, Repossessions, Liens, & Wage Garnishment programs) will be denied. 5. Applicants with outstanding medical collections over \$5,000.00 will be denied. 6. Bankruptcies discharged within three years from the date of application will be denied. 7. Unpaid Judgments will be denied. V. Rental Requirements 1. 1 year of verifiable rental history from a current third party landlord is required. (Rental references ending in 12 months prior to the date of application will not be considered current.) 2. Home ownership is verified through a credit report. Mortgage payments are verified through a lender. 3. Home ownership negotiated through a land sales contract is verified through the contract

holder. 4. Five years of eviction free rental history. 5. An additional security deposit of one month's rent or a qualified 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. 6. Rental history reflecting past due rent or an outstanding balance will be denied. Rental history reflecting two to three late payments and/or 72-hour notices issued within the last 12-months will be required to provide a valid co-signer or increase their security deposit by \$200. Rental history with four or more late payments and/or 72-hour notices issues within the last 12-months will be denied. 7. Applicants with a foreclosure or short sale will only be accepted as long as all other rental requirements are met. VI. Income Requirements 1. Monthly income should equal 3 times the stated monthly rent. Monthly income for co-signers should equal 5 times the stated monthly rent. 2. A current pay check stub and a verbal confirmation of employment status from the employer will be required. 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. Section-8 or other housing voucher.) Self employed applicants will be required to show proof of income through copies of previous years tax returns. 3. If monthly income does not equal 3 times the stated monthly rent, a qualified roommate or co-signer will be required. 4. You will be denied if your source of income cannot be verified. VII. Criminal Convictions 1. 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. A conviction or convictions for any drug-related crime, sex offense, person crime, crime involving financial fraud or any crime that would reasonably threaten or adversely affect the property of the landlord or neighbor, or would threaten the health, safety or right to peaceful enjoyment of the premises by residents, the landlord, or someone employed by the landlord will cause the application to be denied. Open criminal cases in the above categories or outstanding warrants for any felony or misdemeanor, will require the application to be held until final resolution is made by the courts. Normal processing will continue at such time.

VIII. Disabled Accessibility We allow 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. We require: 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 contractors to be used. 5. All appropriate building permits and required licenses made available for landlord inspection.

IX. Denial Policy If your application is denied due to negative and adverse information being reported, you may; 1. Contact the Property Manager 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. Credit reports are obtained through Transunion 800-888-4213 2 Baldwin Place, PO Box 1000, Chester, PA 19022. <http://www.transunion.com> 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 1907 Garden Ave. Suite 203 Eugene, Oregon 97403 Explain the reasons you believe your application should be reevaluated and a request a

review of your file. Your application will be reviewed within seven working days from the date your letter was received and you will be notified of the outcome.

Fee Disclosure

All adult applicants must pay a \$40 non-refundable screening fee. Security deposit minimum of \$400 per adult applicant. For houses and duplexes, the security deposit is equal to the monthly rent payment. In case of adverse screening, applicants may be required to increase their security deposit by \$200 and/or by an amount equal to the last month's rent. All security deposits are refundable, less costs for carpet and drapery cleaning, other cleaning, damages, unpaid rent and fee(s), as applicable. Pet deposit is \$100 - \$300 per pet. Pet rent of \$25 per pet per month may be required. (Generally properties requiring a deposit of \$300 DO NOT require pet rent, while properties that charge \$100 DO require pet rent.) Documented service animals are exempt from deposits and fees. Late rent fee is \$40 for payments received after the 4th day of the month, even if the 4th is a holiday or Sunday. Dishonored check charge is \$50. Utility service charge is equal to the charge as determined by the utility service provider. Failure to establish an account with a utility service provider within 72-hours of commencement of tenancy may result in a violation fee of \$25. Fee for failure to clean up pet waste is \$25 (first offense) and \$50 (second and subsequent offenses). Fee for rubbish outside of unit door is \$25 for second and subsequent offenses. Fee for parking violation is \$25 for second and subsequent violations. Fee for smoking in designated no-smoking areas is \$50. Fee for tampering with or disabling a smoke alarm is \$250. Fee to transfer lease from one party to another (lease assignment) is \$125, including changing roommates during the lease term. Fee for keeping an unauthorized pet capable of inflicting damage on persons or property is \$50. All tenants are required to obtain and maintain a renter's insurance policy equal to \$100,000 and submit documentation of such to landlord upon request. *