

# FORTRESS PROPERTY MANAGEMENT

## --- RENTAL CRITERIA (3.0 Income)---

### 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 plus one additional person, for the entire unit.

### II. APPLICATION PROCESS

*Steps to become a resident with Fortress Property Management.*

1. Select your rental unit.

2. Complete the Application on the designated form.

3. Pay your non-refundable credit/screening fee of \$40.00

4. Be prepared to wait a minimum of one business day for the information on your Application to be verified.

5. Once you have been approved, you will be required to pay an execution security deposit or full security deposit based on your move-in date.

6. Once the application is approved, a Rental Agreement or agreement to execute a Rental Agreement must be signed by both parties. You will also be required to pay any conditional deposits at the time you enter into the Rental Agreement.

### III. GENERAL CRITERIA STATEMENT

1. Positive identification with a picture will be required.

2. A complete and accurate Application listing the current, and the most recent verifiable rental reference and phone numbers. Incomplete applications will be returned to the applicant.

3. Each applicant will be required to qualify individually.

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 shall result.

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.

8. Any applicant who fails to fully meet the criteria in all four of the following areas; Income, Employment, Rental and Credit, will be denied unless a qualified co-signer can be provided.

9. In-order to qualify as a co-signer, you must fully meet all areas of the criteria.

### IV. INCOME CRITERIA AND CONTINGENCIES

1. Monthly household income should be equal to three (3.0) times the stated monthly rent.

2. If monthly income does not equal three (3.0) times the stated monthly rent, a security deposit equal to two month's rent or qualified roommate/co-signer may be required.

3. If monthly income does not equal 2.0xs the stated monthly rent, your application will be denied.

4. A current paycheck stub from the employer will be required if we are unable to verify income over the phone.

5. 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)*

6. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.

7. Application will be denied if your source of income cannot be verified.

## **V. EMPLOYMENT CRITERIA AND CONTINGENCIES**

Twelve months of verifiable employment will be required if used as a source of income.

Self-employed applicants will be verified through state corporation commission, and may be required to submit the previous year's tax returns.

## **VI. CREDIT CRITERIA AND CONTINGENCIES**

1. Negative or adverse debt exceeding \$1000 on a credit bureau (*ie...* *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.
2. Ten (10) to Fifteen (15) unpaid collections (not medical related) reported from the credit bureau will require a qualified co-signer or double deposit.
3. Sixteen (16) or more unpaid collections (not medical related), or collections from utility providers reported from the credit bureau will result in denial.
4. Bankruptcies discharged within one year from the date of application will require a qualified co-signer.

## **VII. RENTAL CRITERIA AND CONTINGENCIES**

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.)*

1. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
2. Home ownership negotiated through a land sales contract is verified through the contract holder.
3. Four (4) years of eviction (resulting in a judgment of restitution) free rental history will be required.
4. Rental history reflecting more than \$100 in property debt will be denied. If property debt is settled a security deposit equal to a full month's rent will be required.
5. Rental history demonstrating documented noise or other disturbance complaints will be denied.
6. Rental history demonstrating residency, but not contractual rental history, will require a security deposit up to two month's rent.
7. 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.
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.

## **VIII. DISABLED ACCESSIBILITY**

*Fortress Property Management allows existing premises to be modified at the full expense of the disabled person. In some cases, disabled person will be required to agree to restore the premises to the pre-modified conditions permitted by Fair Housing guidelines. Fortress requires:*

1. A description of the modification to be made. In some cases, depending on the extent and nature of the modification, Fortress may require a written description.
2. Any modifications must be performed in a workmanlike manner and when required by law, done by licensed/bonded contractor.
3. Approval from Fortress before modifications are made and must obtain all a city, county or state building permits and/or licenses for any work that requires such permitting and/or licensing.

## **IX. ASSISTED LIVING CRITERIA**

1. 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.

## **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 person crime, drug related crime, a sex offense, a crime involving financial fraud or any other crime, the conduct for which the applicant was convicted is of a nature that would adversely affect the property, health, safety or right to peaceful enjoyment of the premises by the residents, landlord or agent of the landlord.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, , rape, sex crimes and/or child sex crimes, or drug-related offenses (sale, manufacture, delivery or possession with intent to sell); 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 of the nature described in the first paragraph, but not included in a); 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) crimes 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 misdemeanors involving, crimes identified in the first paragraph.

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, Inc. at 503-297-1941 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:
3. Identify who is reporting unfavorable information.
4. 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: 6130 NE 78th Court Suite C-1 Portland, OR 97218

*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.*