

# Tillamook Row

## *Qualifications for Prospective Residents*

Tillamook Row takes pride in renting our apartments to persons of good character and reputation who are financially able to pay the stated rent. To be certain that this policy is adhered to, to the maximum extent possible, these general procedures and rules will be followed:

### **1. APPLICATION PROCESS**

- a. Select your rental unit.
- b. Complete the application.
- c. Pay your non-refundable credit/screening fee of \$40 per leaseholder.
- d. Be prepared to wait 2-3 business days for the information on your application to be verified.
- e. You are encouraged to read the Rental Agreement and Rules and Regulations at the time of application.
- f. If you meet the rental screening criteria and your application comes back from the screening company as approved *without* conditions, then a minimum deposit of \$500 will be required.
  - i. If you meet the rental screening criteria and your application is approved *with* conditions, you will be required to pay a full deposit equal to one month's stated rent.
  - ii. If a co-signer is required they must fully meet the income and credit requirements.

### **2. GENERAL REQUIREMENTS**

- a. All prospective leaseholders must be 18 years of age or older or an emancipated minor by a court of law.
- b. A Federal, State issued photo identification or passport will need to be presented by all applicants and co-signers prior to move-in.
- c. Each applicant will be required to qualify individually.
- d. Applicants must be able to enter a legal and binding contract.

### **3. OCCUPANCY POLICY**

- a. One bedrooms – two persons are allowed per unit.
- b. Two bedrooms – four persons are allowed per unit.
- c. Three bedrooms – five persons are allowed per unit.
- d. Four bedrooms – 6 persons are allowed per unit.
- e. Exceptions are made for children under the age of five. Children under the age of five are allowed as an additional occupant when the child resides with the parent or other adult(s) maintaining proper legal custody.

### **4. INCOME REQUIREMENTS**

- a. A required monthly income equal to 3 times the stated monthly rent. If there are multiple applicants, we will use your combined income total for this number.
- b. Proof of income can be in the form of the following:
  - i. Three month's most recent consecutive payroll stubs.
  - ii. Offer letter on company letterhead with a follow up phone call to verify employment.
  - iii. Original company letterhead with a follow up phone call to verify employment.
  - iv. If letterhead is not available then a notarized letter from employer with attached business license is required with a follow up phone call.
  - v. Tax forms from a current employer (i.e. 1040, 1040EZ) with the attached W-2 or 1099 forms.

- vi. If self-employed, three most recent bank statements showing recurring deposits with an average balance of 3x stated rent, or previous year's tax return. AND, your recorded business name verified through the state.
- vii. If not employed but can show adequate savings we will require the three most recent consecutive Mutual Funds, IRA's, checking or savings account statements in which we will average the account balance for those three months and divide that amount by 12 months. That amount will be the monthly income for our screening process.
- viii. Salary, bonuses, and tips can be used as income; however, overtime cannot. Note copies or handwritten notes will not be acceptable proof of income.
- c. If monthly income does not equal 3 times the stated monthly rent, a security deposit equal to one month's rent, qualified roommate, or co-signer will be required.
- d. You will be denied if your source of income cannot be verified.

#### 5. RENTAL REQUIREMENTS

- a. 1 year of verifiable rental history.
- b. Home ownership is verified through the county tax assessor. Mortgage payments must be current and not have any late payments.
- c. 7 years of eviction free rental history will be required.
- d. Two or more late rent payments within a one-year period will result in denial.
- e. A co-signer and/or a full deposit equal to one month's stated rent 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.
- f. Rental history reflecting past due rent or an outstanding balance will be denied. (A full deposit in the amount of one month's rent will be accepted when past due rent has been paid and no additional negative information has been documented.)
- g. A predominantly negative rental history will be denied.

#### 6. CREDIT REQUIREMENTS

- a. A consumer credit report will be obtained. Unpaid collection debts (not medical related), negative or adverse debt (not medical related) exceeding \$250 will require a security deposit up to one month's rent. A closed bankruptcy or foreclosure listed on the credit report is acceptable with a security deposit equivalent to one month's rent.
- b. Your application will be denied if your amount of total bad debt exceeds \$3,500.
- c. Credit is based on real data and statistics, treating all applicants objectively. Based upon your credit history, your application will be accepted, rejected, or accepted on the condition that an additional security deposit is paid.
- d. Applicants that do not have a Social Security Number will be required to provide a copy of their work or student visa, as well as a copy of their Passport. Due to no credit history the evaluation is heavily weighed on their ability to pay rent, therefore a security deposit equal to 2 month's stated rent is required.

#### 7. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental application 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. If convicted of, pled guilty or no-contest the following applies. Dates are calculated from the date of disposition, release or parole.

- a. **Any Class A felony including but not limited** to those involving serious injury, kidnapping, death, arson, rape, sex crimes, and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery, possession or possession with intent to sell), assault,

intimidation, harassment/menacing, **immediate denial with no timeframe**. Any Class A felony which does not include the above categories and has a timeframe over 10 years shall be subject to review. OR;

- b. Any other felony (**Class B or C**) or any **Class A misdemeanor or gross misdemeanor including but not limited to** involving theft, assault, intimidation, harassment/menacing, sex crimes, drug-related offenses (sale, manufacture, delivery or possession with intent to sell), property damage or weapons charges: **immediate denial within the last 7 years**. OR;
- c. Any **Class B or C misdemeanor** in the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution, and related violations: **immediate denial within the last 3 years**. The exception to an immediate denial is any class of misdemeanor offense related to DUI (driving under the influence), DUUI (driving under the influence of intoxicants) and DWI (driving while intoxicated).
- d. Any **Class B or C misdemeanor including but not limited to** the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution, and related violations, intimidation, harassment/menacing: **immediate denial within the last 3 years**.
- e. Ever been convicted of any crime that would require registration as a sex offender under the laws of any state: **immediate denial within no timeframe**.
- f. More than 10 convictions of any felony or misdemeanor will be reason for a denial with no timeframe.
- g. **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 any appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
- h. Any criminal history outside of the timelines listed above will not lead to a denial regardless of how the criminal question was answered on the Rental Application.

## 8. DENIAL POLICY

If your application is rejected based on your credit or because of a negative previous occupancy history, you will be given the name, address, and telephone number of the consumer reporting agency where you can receive a copy of this information. An applicant rejected for these scenarios are encouraged to obtain a copy of the credit or occupancy report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

- a. Please contact Pacific Screening at 503-297-1941 to discuss a denied application.
- b. Any verifiable information provided to Management indicating that applicant's tenancy would constitute a direct threat to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others.

## 9. PETS

Limit of 1 dog or 2 cats for one bedroom apartment. Limit of 2 dogs or 2 cats for two, three, and four bedroom apartments. Certain breeds of dogs are not allowed; please ask management for a list. Management requires an informal meet and greet with each pet prior to acceptance. We also accept certain types of birds and fish. Fish tanks no larger than 20 gallons are allowed. There is a **\$300** deposit for one pet and **\$500** deposit for two pets. There is a **\$30** additional rent per month for each pet.

## 10. RENTER'S INSURANCE

Required, in the amount of \$100,000. Proof of 3<sup>rd</sup> party insurance declaration page is required prior to move in.

## 11. ALL APPLICANTS AND CO-SIGNERS must agree to the following by executing this Resident Selection Criteria Form:

