

**INTERWEST PROPERTIES, INC. - 2323 SE 122<sup>Nd</sup> Ave, Portland, OR 97233**  
**(503) 256-2323**

**-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 space for clothing.
2. Two (2) persons are allowed per bedroom, plus one.

**II. Application Process**

1. Select your unit.
2. Complete the application on the designated form.
3. Pay your non-refundable screening fee of \$40.00 per adult. The non-refundable screening fee is the cost of ordering a resident screening report. Screening entails verification that individual applicants meet the requirements listed below. Be prepared to wait up to four (4) days for the application verification process.
4. If the application is approved and you accept the available unit, within two (2) days you will be required to Pay the refundable security deposit and sign a Reservation Deposit Form in which you agree to take possession on or before a designated date or forfeit the deposit,.

**III. General Requirements**

1. Positive identification with a picture will be required.
2. A complete and accurate application listing a current and at least one (1) previous rental reference with phone numbers will be required. Incomplete applications will be returned to the applicant.
3. Each legal applicant will be required to qualify individually.
4. Primary applicant must be eighteen years of age or older.
5. Unfavorable information for any individual applicant will result in denial of all applications for the household.
6. Invalid or no social security number will result in a deposit equal to one (1) month's rent or more per property owner.

**IV. Income Requirements**

1. Monthly household income should be at least two and one half (2 ½) times the stated monthly rent.
2. A current paycheck stub will be required if we are unable to verify income over the phone.
3. Some form of verifiable income will be required for unemployed applicants. (Verifiable income may mean, but not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans, gifts, etc..)
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
5. If monthly income does not meet two and one half-(2 ½ or more) times the stated monthly rent, an additional security deposit equal to a full month's rent or more per property owner and/or co-signer will be required.
6. You will be denied if your source of income cannot be verified.

**V. Employment Requirements**

1. Current verifiable employment of at least six (6) months 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 months rent or more per property owner will be required when employment does not meet the stated requirements.
4. You will be denied if you are unemployed and we are unable to verify income that reasonably affirms ability to pay rent.

**VI. Rental Requirements**

1. Less than one (1) year of verifiable rental history from a third party landlord will result in a deposit equal to one month's rent or more per property owner.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current and reflect positive history.
3. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. Four (4) years of eviction free rental history will be required.
5. Rental history reflecting less than \$200.00 damage/rent owing will require an additional security deposit equal to one (1) full month's rent or more per property owner. (When debt is settled.)
6. Rental history reflecting more than \$200.00 but less than \$500.00 damage/rent owing will require an additional security deposit equal to two (2) full month's rent. (When debt is settled.)
7. Rental history reflecting more than \$500.00 damage/rent owing will be denied.
8. Rental history demonstrating documented noise or other disturbance complaints will require an additional security deposit equal to one (1) full month's rent or more per property owner, when the former manager would re-rent.
9. Rental history demonstrating documented noise or other disturbance complaints will be denied when the former manager would not re-rent.
10. Rental history demonstrating residency, but not third party rental history, will require an additional security deposit equal to one (1) full month's rent or more per property owner and/or a co-signer agreement, when tenancy can be verified with parents, relatives, student housing, or military housing.

11. Four (4) or more 72 hour notices within a period of one (1) year will result in denial.
12. Three (3) or more NSF checks within a period of one (1) year will result in denial.

## **VII Credit Requirements**

1. Good credit will be required.
2. Outstanding bad debt (ie. Slow pay, collections, bankruptcies, repossessions, liens, judgements, and wage garnishment programs being reported by the credit bureau which is more than \$300.00 but less than \$10,000.00 will require an additional security deposit equal to one (1) full month's rent or more per property owner.
3. Outstanding bad debt (ie. See above) being reported on the credit bureau which is more than \$10,000.00 will result in denial.
4. A combination of seven (7) or more collections and/or profit and loss write offs being reported on the credit bureau will result in denial.
5. Filed Bankruptcies must be discharged. If not discharged, application will result in denial. A security deposit equal to one (1) full month's rent or more per property owner and/or a co-signer will be required for all applicants who have filed a bankruptcy within the last two (2) years.

## **VIII Disabled Accessibility**

**InterWest Properties, Inc. complies with all Americans with Disabilities Act (ADA) Requirements. InterWest Properties, Inc. requires:**

1. The applicant to seek the landlord's written approval before making modifications.
2. Written assurance that the work will be performed in a workmanlike manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names of qualified contractors that will be used.
5. Appropriate building permits and required licenses, must be made available for inspection by the landlord.
6. Written assurances that the premises will be returned to original condition.

## **IX Criminal Convictions**

1. Upon receipt of the rental application and screening fee, the landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of any felony, and the release date occurred within the previous seven (7) years. A conviction or guilty plea or no contest plea for any felony, involving theft, dishonesty, assault, intimidation, prostitution, drug-related, weapons, sex crimes and/or child sex crimes, or charges shall be grounds for denial of the rental application.
2. Misdemeanors will result in additional security deposit equal to one (1) month's rent or more per property owner.

## **X Denial Policy**

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit-reporting agency. If your application is rejected due to unfavorable information received during the screening process, you may contact the screening company that supplied the information to discuss your application. We will provide the screening company name and address. You may then:

1. Contact the credit-reporting agency to identify who is reporting unfavorable information.
2. Correct any incorrect information through the credit reporting agency as per THEIR policy and The Fair Credit Reporting Act.
3. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available unit.

### **BE ADVISED THAT:**

- Incomplete, inaccurate, or falsified information will be grounds for denial.
- Any applicant that is a current illegal drug abuser or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied, unless written proof is furnished that the applicant is currently enrolled in an accredited drug rehabilitation program.
- Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of others, will be denied.
- The demeanor of applicant during the showing and screening process will be considered.
- If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should: write to:

Equal Housing Opportunity Manager  
InterWest Properties, Inc.  
2323 SE 122<sup>Nd</sup> Ave  
Portland, OR. 97233 (503) 256-2323 fax (503) 256-2330

In the letter explain the reasons you believe your application should be approved and requested a review of your file. Within seven (7) working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.