



**Thank you for choosing our community to call home! Atlas Management, LLC is proud to be an equal housing opportunity provider. Please take a moment to review our Application Screening Disclosure and contact our team with any questions or concerns. We look forward to assisting you throughout this process.**

**APPLICATION COMPLETION:** All applicants (anyone that will be residing in the unit that is 18 years or older) are required to apply. Inaccurate, incomplete, or falsified information will be grounds for denial. Should an applicant require an alternative application or an application in a language other than English, the applicant should contact the specific management team before applying.

**APPLICATION FEE:** Application fees are \$55 per applicant. Application fees are non-refundable as they go directly to the third-party screening company, Bemrose Consulting Inc.

**RENTAL HISTORY:** Twelve months of verifiable contractual rental history from a current, unrelated, third-party landlord, or home ownership is required. Less than 12 months verifiable rental history may require an additional security deposit or acceptable co-signer. Review the "Screening Criteria Disclosure" for your specific area for further details regarding "RENTAL HISTORY CRITERIA".

**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

**SECURITY DEPOSITS:** For all communities managed by Atlas Management, LLC within the City of Portland the security deposit will be \$0 on approved credit (OAC) but will require a qualified co-signer if approved conditionally.

For all communities managed by Atlas Management, LLC outside of the City of Portland the security deposit will be \$500 on approved credit (OAC) and either a \$1,000 deposit if approved conditionally or a qualified co-signer will be required.

**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
- For all communities managed outside of the City of Portland the additional security deposit for each pet is \$300 (\$0 if within City of Portland).
- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.



## **RENTAL APPLICATION SCREENING CRITERIA**

**OREGON (OUTSIDE OF CITY OF PORTLAND)**

**STANDARD APPLICANT**



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**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

**SECURITY DEPOSITS:** For all communities managed by Atlas Management, LLC within the City of Portland the security deposit will be \$0 on approved credit (OAC) but will require a qualified co-signer if approved conditionally.

For all communities managed by Atlas Management, LLC outside of the City of Portland the security deposit will be \$500 on approved credit (OAC) and either a \$1,000 deposit if approved conditionally or a qualified co-signer will be required.

**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
- For all communities managed outside of the City of Portland the additional security deposit for each pet is \$300 (\$0 if within City of Portland).
- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

# OREGON RENTAL CRITERIA FOR RESIDENCY

## (NOT FOR CITY OF PORTLAND)

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

### GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

### INCOME CRITERIA

1. Monthly income should be at least \_\_\_\_\_ (if blank, 3) times stated rent\*, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.  
\*If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

### RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

### EVICTON HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

### CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

### RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that applicant will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this applicant.

### FAIR HOUSING LAWS

Landlord has a non-discrimination policy as required by federal, state or local law and does not discriminate against any applicant because of the race, color, religion, sex, sexual orientation, national origin, marital status, familial status or source of income of the applicant.

### CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

### Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

(1) Applicant has submitted supporting documentation prior to the public records search; or

(2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

Owner/Agent will:

- a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.



## **RENTAL APPLICATION SCREENING CRITERIA**

**CITY OF PORTLAND, OREGON**

**STANDARD (FINANCIALLY RESPONSIBLE APPLICANT)**





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**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

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**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

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- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

# CITY OF PORTLAND • STANDARD FINANCIALLY RESPONSIBLE RENTAL CRITERIA FOR RESIDENCY

## OWNER/AGENT'S EVALUATION PROCESS

Upon receipt of a completed application, the contents of the application are compared to the screening criteria by Owner/Agent and the Applicant is either approved or denied in compliance with all local, state and federal laws. Applicants are welcome to provide supplemental evidence to mitigate potentially negative screening results.

Applicants have 30 days to appeal denied applications, during which time they may correct, refute, or explain negative information forming the basis for the denial. Applicants are also prequalified for any rental opportunities at Owner/Agent's properties for three months following the approval date. All screening fees are waived for three months following the approved appeal, but Applicants under these circumstances will be required to certify in writing that no conditions have materially changed from those described in Owner/Agent's approved application. If conditions have materially changed, Owner/Agent may use those changes as the basis for a denial.

## OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

## GENERAL STATEMENTS

1. Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and photo of the applicant:
  - i) Evidence of Social Security Number (SSN Card)
  - ii) Valid Permanent Resident Card
  - iii) Immigrant Visa
  - iv) Individual Taxpayer Identification Number (ITIN)
  - v) Non-Immigrant Visa
  - vi) Any government-issued identification regardless of expiration date
  - vii) Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

## INCOME CRITERIA

1. Monthly income must be 2 times the monthly stated rent\*, or 2.5 times the monthly stated rent if the monthly rent amount is below the maximum monthly rent for a household earning no more than 80 percent of the median household income as published annually by the Portland Housing Bureau. [https://www.multifamilynw.org/PHB\\_Rent\\_Income\\_Limits](https://www.multifamilynw.org/PHB_Rent_Income_Limits) Income sources shall include, but are not limited to: wages, rent assistance (non-governmental only), and monetary public benefits and are based on the cumulative financial resources of all financially responsible applicants. Applicants failing to qualify under this section may, at Owner/Agent's discretion, be required to pay an additional security deposit in the amount of half a month's rent.  
\*If applicant will be using local, state or federal housing assistance as a source of income, "monthly stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require a security deposit not to exceed one and a half month's rent and/or qualified co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

## EVICTON HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require a security deposit not to exceed one and a half month's rent and/or qualified co-signers.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that applicant will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this applicant.

## FAIR HOUSING LAWS

Landlord has a non-discrimination policy as required by federal, state or local law and does not discriminate against any applicant because of the race, color, religion, sex, sexual orientation, national origin, marital status, familial status or source of income of the applicant.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction, was dismissed, expunged, voided or invalidated, determined or adjudicated through the juvenile justice system. Owner/Agent will also not consider convictions when Applicant is participating or has completed a diversion or deferral of judgment program or for crimes that are no longer illegal in the State of Oregon.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

## Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation officer;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

Owner/Agent will:

- a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.



## Portland Housing Bureau

### Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

[portlandoregon.gov/phb/rso](http://portlandoregon.gov/phb/rso)

**Rental Services Helpdesk Hours**

**MON, WED, FRI 9–11am and 1–4pm**

## Right to Request a Modification or Accommodation Notice Required Under Portland City Code Title 30.01.086.C.3.B

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act**, make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

### Some examples of reasonable accommodations include:

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- Transferring a tenant to a ground-floor unit
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Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.





## **Reasonable Accommodations**

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## **Reasonable Modifications**

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

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# Portland Housing Bureau

## Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

[portlandoregon.gov/phb/rso](http://portlandoregon.gov/phb/rso)

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## Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

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Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

### Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [[portland.gov/rso](http://portland.gov/rso)] or by contacting the Rental Services Office at (503) 823-1303 or [rentalservices@portlandoregon.gov](mailto:rentalservices@portlandoregon.gov).

### Residential Rental Unit Registration

- Portland City Code 7.02.890

### Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

### Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance



### **Mandatory Renter Relocation Assistance**

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process  
Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory  
Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)





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## **RENTAL APPLICATION SCREENING CRITERIA**

**CITY OF PORTLAND, OREGON**

**STANDARD (NON-FINANCIALLY RESPONSIBLE APPLICANT)**



**Thank you for choosing our community to call home! Atlas Management, LLC is proud to be an equal housing opportunity provider. Please take a moment to review our Application Screening Disclosure and contact our team with any questions or concerns. We look forward to assisting you throughout this process.**

**APPLICATION COMPLETION:** All applicants (anyone that will be residing in the unit that is 18 years or older) are required to apply. Inaccurate, incomplete, or falsified information will be grounds for denial. Should an applicant require an alternative application or an application in a language other than English, the applicant should contact the specific management team before applying.

**APPLICATION FEE:** Application fees are \$55 per applicant. Application fees are non-refundable as they go directly to the third-party screening company, Bemrose Consulting Inc.

**RENTAL HISTORY:** Twelve months of verifiable contractual rental history from a current, unrelated, third-party landlord, or home ownership is required. Less than 12 months verifiable rental history may require an additional security deposit or acceptable co-signer. Review the "Screening Criteria Disclosure" for your specific area for further details regarding "RENTAL HISTORY CRITERIA".

**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

**SECURITY DEPOSITS:** For all communities managed by Atlas Management, LLC within the City of Portland the security deposit will be \$0 on approved credit (OAC) but will require a qualified co-signer if approved conditionally.

For all communities managed by Atlas Management, LLC outside of the City of Portland the security deposit will be \$500 on approved credit (OAC) and either a \$1,000 deposit if approved conditionally or a qualified co-signer will be required.

**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
- For all communities managed outside of the City of Portland the additional security deposit for each pet is \$300 (\$0 if within City of Portland).
- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

## CITY OF PORTLAND • STANDARD NON-FINANCIALLY RESPONSIBLE RENTAL CRITERIA FOR RESIDENCY

### OWNER/AGENT'S EVALUATION PROCESS

Upon receipt of a completed application, the contents of the application are compared to the screening criteria by Owner/Agent and the individual is either approved or denied in compliance with all local, state and federal laws. Individuals are welcome to provide supplemental evidence to mitigate potentially negative screening results.

Individuals have 30 days to appeal denied applications, during which time they may correct, refute, or explain negative information forming the basis for the denial. Individuals are also prequalified for any rental opportunities at Owner/Agent's properties for three months following the approval date. All screening fees are waived for three months following the approved appeal, but Individuals under these circumstances will be required to certify in writing that no conditions have materially changed from those described in Owner/Agent's approved application. If conditions have materially changed, Owner/Agent may use those changes as the basis for a denial.

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

### GENERAL STATEMENTS

1. Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and photo of the individual:
  - i) Evidence of Social Security Number (SSN Card)
  - ii) Valid Permanent Resident Card
  - iii) Immigrant Visa
  - iv) Individual Taxpayer Identification Number (ITIN)
  - v) Non-Immigrant Visa
  - vi) Any government-issued identification regardless of expiration date
  - vii) Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity
2. Each individual will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any individual currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

### RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require a security deposit not to exceed one and a half month's rent and/or qualified co-signer.
2. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

### EVICITION HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the individual will not be considered.

### RENT WELL GRADUATES

If the individual fails to meet any criteria related to credit, evictions and/or rental history, and the individual has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by the individual is sufficient to demonstrate that the individual will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this individual.

### FAIR HOUSING LAWS

Landlord has a non-discrimination policy as required by federal, state or local law and does not discriminate against any applicant because of the race, color, religion, sex, sexual orientation, national origin, marital status, familial status or source of income of the applicant.

### CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether the individual or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no

contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the individual was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction, was dismissed, expunged, voided or invalidated, determined or adjudicated through the juvenile justice system. Owner/Agent will also not consider convictions when the individual is participating or has completed a diversion or deferral of judgment program or for crimes that are no longer illegal in the State of Oregon.

If the individual, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, the individual should do so. Otherwise, the individual may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the individual was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which the individual was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which the individual is currently registered as a sex offender, will result in denial.

### Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the individual's, or other proposed occupant's, Convictions if the individual has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

- (1) the individual has submitted supporting documentation prior to the public records search; or
- (2) the individual is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the the individual.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify the individual of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of the individual's written request (if made after denial) the unit was committed to another individual.



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### Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [[portland.gov/rso](http://portland.gov/rso)] or by contacting the Rental Services Office at (503) 823-1303 or [rentalservices@portlandoregon.gov](mailto:rentalservices@portlandoregon.gov).

### Residential Rental Unit Registration

- Portland City Code 7.02.890

### Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

### Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance



## **Mandatory Renter Relocation Assistance**

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process  
Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory  
Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)





If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303  
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译  
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare  
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda  
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

*The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.*



## **RENTAL APPLICATION SCREENING CRITERIA**

**OREGON**

**CO-SIGNER APPLICANT**



**Thank you for choosing our community to call home! Atlas Management, LLC is proud to be an equal housing opportunity provider. Please take a moment to review our Application Screening Disclosure and contact our team with any questions or concerns. We look forward to assisting you throughout this process.**

**APPLICATION COMPLETION:** All applicants (anyone that will be residing in the unit that is 18 years or older) are required to apply. Inaccurate, incomplete, or falsified information will be grounds for denial. Should an applicant require an alternative application or an application in a language other than English, the applicant should contact the specific management team before applying.

**APPLICATION FEE:** Application fees are \$55 per applicant. Application fees are non-refundable as they go directly to the third-party screening company, Bemrose Consulting Inc.

**RENTAL HISTORY:** Twelve months of verifiable contractual rental history from a current, unrelated, third-party landlord, or home ownership is required. Less than 12 months verifiable rental history may require an additional security deposit or acceptable co-signer. Review the "Screening Criteria Disclosure" for your specific area for further details regarding "RENTAL HISTORY CRITERIA".

**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

**SECURITY DEPOSITS:** For all communities managed by Atlas Management, LLC within the City of Portland the security deposit will be \$0 on approved credit (OAC) but will require a qualified co-signer if approved conditionally.

For all communities managed by Atlas Management, LLC outside of the City of Portland the security deposit will be \$500 on approved credit (OAC) and either a \$1,000 deposit if approved conditionally or a qualified co-signer will be required.

**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
- For all communities managed outside of the City of Portland the additional security deposit for each pet is \$300 (\$0 if within City of Portland).
- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

# OREGON CRITERIA FOR CO-SIGNERS

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.

## INCOME CRITERIA

1. Monthly income must be equal to or greater than \_\_\_\_\_ times (if blank, 4 times\*) the stated rent, and must be from a verifiable, legal source.

\*In the City of Portland, monthly income must be equal to or greater than 3 times the stated rent, and must be from a verifiable, legal source.

2. Twelve months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.

## EVICTON HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## CREDIT CRITERIA

1. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of this application and the screening fee, Owner/Agent will conduct a search of public records to determine whether applicant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any crime involving financial fraud, including identity theft and forgery. Any Conviction within the last seven years will result in a denial of the application.



## **RENTAL APPLICATION SCREENING CRITERIA**

**WASHINGTON**

**STANDARD APPLICANT**





**Thank you for choosing our community to call home! Atlas Management, LLC is proud to be an equal housing opportunity provider. Please take a moment to review our Application Screening Disclosure and contact our team with any questions or concerns. We look forward to assisting you throughout this process.**

**APPLICATION COMPLETION:** All applicants (anyone that will be residing in the unit that is 18 years or older) are required to apply. Inaccurate, incomplete, or falsified information will be grounds for denial. Should an applicant require an alternative application or an application in a language other than English, the applicant should contact the specific management team before applying.

**APPLICATION FEE:** Application fees are \$55 per applicant. Application fees are non-refundable as they go directly to the third-party screening company, Bemrose Consulting Inc.

**RENTAL HISTORY:** Twelve months of verifiable contractual rental history from a current, unrelated, third-party landlord, or home ownership is required. Less than 12 months verifiable rental history may require an additional security deposit or acceptable co-signer. Review the "Screening Criteria Disclosure" for your specific area for further details regarding "RENTAL HISTORY CRITERIA".

**PROOF OF INCOME:** Proof of income must be provided at the time of application. Income requirement depends on both area and type of application. The following forms of income may be provided:

- If employed: paystubs must show last 30 days of pay.
- If self-employed: copy of current and previous year's tax return or W2.
- If other income: many items can be provided such as an offer letter, copies of financial aid (current year) assistance checks, retirement, social security, child support, disability, ETC.

All forms of income provided must show recent date, company information, applicant's name, the amount of income, frequency, and duration of income. Review the "Screening Criteria Disclosure" for further details regarding "INCOME CRITERIA".

**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

**COMMUNITY POLICIES AND LIMITATIONS:** Please review/discuss the specific policies and limitations at the specific community before applying such as unit availability, lease length availability, move-in concessions, deposits, fees, occupancy guidelines, number of vehicles allowed, smoking policy, etc. If you have any questions regarding these policies, please discuss them with management prior to applying.

**APPLICATION PROCESSING:** All applications are processed by third-party company; Bemrose Consulting Inc. Applicants should allow up to 5 days for processing but will typically receive the results within 48 hours. For quicker processing, applicants are encouraged to urge housing and/or employment verification contacts to respond to the screening company's verification requests.

**IF APPROVED:** If approved applicants will be contacted by Atlas Management and will either need to take occupancy within 24 hours or pay an Execution Deposit of \$500 to continue holding the apartment. Apartments may be held for a maximum of 14 days from the approval date. Review the "Execution Deposit Agreement" and any other move-in documentation provided by management for further details.

**SECURITY DEPOSITS:** For all communities managed by Atlas Management, LLC within the City of Portland the security deposit will be \$0 on approved credit (OAC) but will require a qualified co-signer if approved conditionally.

For all communities managed by Atlas Management, LLC outside of the City of Portland the security deposit will be \$500 on approved credit (OAC) and either a \$1,000 deposit if approved conditionally or a qualified co-signer will be required.

**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

**PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
- For all communities managed outside of the City of Portland the additional security deposit for each pet is \$300 (\$0 if within City of Portland).
- No more than two pets per apartment.
- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

# RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

## OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

## INCOME CRITERIA

1. Monthly income must be equal to three times stated rent, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.
4. All Sources of Income, as defined by local and state law, will be considered.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

## EVICITION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## EVICITION MORATORIUM PROTECTIONS

A prospective landlord may not take any adverse action based on a prospective tenant's nonpayment of rent that occurred between March 1, 2020 and six months following the expiration of the eviction moratorium (effectively the remainder of 2021).

## MEDICAL HISTORY

A prospective landlord may not deny, discourage application for, or otherwise make unavailable any rental dwelling unit based on a tenant's or prospective tenant's medical history including, but not limited to, the tenant's or prospective tenant's prior or current exposure or infection to the COVID -19 virus.

A landlord or prospective landlord may not inquire about, consider, or require disclosure of a tenant's or prospective tenant's medical records or history, unless such disclosure is necessary to evaluate a reasonable accommodation request or reasonable modification request under RCW 49.60.222.

## CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.

2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea) for any of the following crimes: drug-related crime; person crime; sex offense; crime involving financial fraud; including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

### Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

(1) Applicant has submitted supporting documentation prior to the public records search; or

(2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.



## **RENTAL APPLICATION SCREENING CRITERIA**

**WASHINGTON**

**CO-SIGNER APPLICANT**



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**PHOTO IDENTIFICATION:** A copy of current and valid government issued photo identification will be required for each individual applicant.

**SCREENING CRITERIA:** Atlas Management may never prescreen applicants and therefore it is the responsibility of each individual applicant to thoroughly review the screening criteria and determine if all applicants that would reside in the unit will qualify. Applicants are always welcome to provide supplemental evidence to mitigate potentially negative screening results. If any applicants have an eviction on their record, owe money to a current/previous landlord, or have previous criminal convictions, etc. there could be grounds for denial. Review the "Screening Criteria Disclosure" for further details.

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**IF DENIED:** Review the "Screening Criteria Disclosure" for your specific area for details.

#### **PET POLICY:**

- Monthly pet rent is \$35 per month, per pet.
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- No breed or weight restrictions, however aggressive behavior is not allowed.
- Pets may never be off-leash or tied up outside of apartment.
- Residents are responsible for always cleaning up after pets.
- No visiting pets allowed.

# WASHINGTON CRITERIA FOR CO-SIGNERS

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.

## INCOME CRITERIA

1. Monthly income must be equal to or greater than \_\_\_\_\_ times (if blank, 4 times) the stated rent, and must be from a verifiable, legal source.
2. Twelve months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.

## EVICTON HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## CREDIT CRITERIA

1. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of this application and the screening fee, Owner/Agent will conduct a search of public records to determine whether applicant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any crime involving financial fraud, including identity theft and forgery. Any Conviction within the last seven years will result in a denial of the application.