

# CRITERIA FOR RESIDENCY RESIDENT SCREENING AND SELECTION PROCESS



**CAMBRIDGE**  
real estate services

Thank you for applying to live at our community. This criteria is provided to you to define the process we use to select our residents. Cambridge Real Estate Services is an Equal Housing Opportunity provider, and seeks to process all applicants in a fair and consistent manner.

## **OCCUPANCY POLICY**

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a habitable space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom plus one additional occupant will be allowed for the apartment.

## **APPLICATION PROCESS**

*Steps to become a resident.*

1. Select your apartment.
2. Complete the Rental Application (one for each adult). Note: Inaccurate or falsified information will be grounds for denial.
3. Pay your non-refundable screening charge of \$\_\_\_\_\_. (The screening charge is the cost of ordering a resident screening report. Screening entails verification that individual applicants meet the requirements listed below.)
4. Be prepared to wait one or two business days for the application verification process. To expedite the process please provide proof of income with your application (pay stub or tax return). More time must be allowed if the information proves difficult to verify.
5. If the application is approved and you accept the available apartment, you will be required to: 1) sign a Rental Agreement in which you will agree to abide by all the rules and regulations; and 2) pay your security deposit and pro-rated rent for the month. (After the 25th of the month, the following month's rent will be required as well.)
6. The required security deposit will be one of the following amounts depending on the screening results: one-half month's rent, one month's rent, or two-month's rent. Security Deposits are typically calculated based on the scheduled rent for the apartment, before lease discounts or other specials.
7. If the application is approved and you decide not to rent or the application is denied you will forfeit your \$\_\_\_\_\_ non-refundable screening charge.
8. You are encouraged to read the Rental Agreement at the time of application. If you require assistance in completing the application, please contact the Manager.

## **GENERAL REQUIREMENTS**

1. Positive identification with a picture will be required for each adult applicant. (photocopy may be kept on file)
2. A complete and accurate Rental Application listing your current and at least one 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. Applicants must be eighteen years of age or older, married, emancipated, or under the age of 18 and (a and/or b):
  - a) pregnant and expecting the birth of a child who will be living in the primary applicant's physical custody;
  - b) the parent of a child or children living in the physical custody of the person.

## **INCOME REQUIREMENTS**

1. Monthly household income should be at least 2.5 times the stated monthly rent.
2. A current paycheck stub may be required.
3. Some form of verifiable income will be required for applicants. (Verifiable income may mean, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment insurance benefits, AFDC, grants/loans, retirement funds) If you are unemployed and have no other source of income, either a security deposit which equates to twice the monthly rental amount or at least six months of living expenses on hand will be required. "Living expenses" will be defined as the minimum required household income as specified in the rental criteria.
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
5. If monthly household income does not meet 3 times the stated monthly rent, a security deposit equal to a full month's rent or a qualified roommate may be required. If monthly income falls \$500 or more below 3 times the stated monthly rent, then either a security deposit equal to twice the monthly rental amount or at least six months of living expenses on hand will be required. If you are an applicant that holds a current Section 8 voucher, your monthly household income will not be considered a factor in determining a required security deposit amount. All sections in the additional screening criteria will apply to applicants holding current Section 8 vouchers when determining the required security deposit amount.
6. You will be denied if your income cannot be verified.

## **RENTAL REQUIREMENTS**

1. One year of positive verifiable rental history from a third party reference will be required within the past two years from the date of application.
2. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent.
3. A security deposit equal to one full month's rent for first time renters will be required when rental history does not meet the stated third party rental criteria, but residency can be verified with parents, student housing or military housing.
4. Home ownership will be verified through the county tax assessor's office. Home ownership negotiated through a land sales contract must be verified through the contract holder.
5. Five years of eviction free rental history will be required.
6. Three 72-hour notices (or 144-hour notices) within a period of one year will result in a security deposit equal to 1 months rent. Four or more 72 hour notices (or 144 hour notices) within a period of one year will result in denial.
7. Three or more NSF checks within a period of one year will result in denial.
8. Rental history reflecting damage and/or past due rent will require a security deposit equal to a full month's rent (when the debt is settled).
9. Rental history reflecting unpaid damage and/or past due rent will be denied.

10. Rental history demonstrating documented noise or disturbance complaints caused or contributed to by applicant, will be denied when the former manager would not re-rent.

### **CREDIT REQUIREMENTS**

1. A credit report will be obtained.
2. Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgement & wage garnishment programs not medically related) being reported on the credit bureau which is more than \$2,500 will require a deposit equal to a full month's rent.
3. Fifteen or more collections on the credit bureau will result in denial.
4. Discharged bankruptcy listed on the credit report will result in a security deposit equal to a full month's rent to be required. Bankruptcy with subsequent outstanding bad debt (as defined in #2) will result in denial.
5. Delinquent or past due mortgage payments without subsequent bad credit (as defined in #2, #3, and #4), will result in a security deposit equal to two full month's rent to be required.

### **CRIMINAL CONVICTION CRITERIA**

1. Upon receipt of the rental application and screening charge, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.
  - a) A conviction, guilty plea or no-contest plea for any felony ever involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/felony burglary or class A/felony robbery shall be grounds for denial of the rental application.
  - b) A conviction, guilty plea or no-contest plea for any other felony (other than listed above) where the date of disposition, release or parole occurred within the last seven (7) years shall be grounds for denial of the rental application.
  - c) A conviction, guilty plea or no-contest plea for any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession with intent to sell) property damage, weapons charges, obscenity and related violations where the date of disposition, release or parole occurred within the last seven (7) years shall be grounds for denial of the rental application.
  - d) A conviction, guilty plea or no-contest plea, for any B or C misdemeanor in the above categories, or those involving criminal trespass I, theft, dishonesty, prostitution, where the date of disposition, release, or parole have occurred within the last five (5) years shall be grounds for denial of the rental application.
2. Pending charges for any of the above (a, b, c, or d) will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate apartment is still available, the processing of the application will be completed. No apartment will be held awaiting resolution of pending charges.
3. Denials resulting from certain misdemeanor convictions at times may be overturned by following the rejection policy outlined below.

### **DISABLED ACCESSIBILITY**

1. Cambridge Real Estate Services allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition. Cambridge Real Estate Services requires:
  - The applicant to seek the landlord's written approval before making modifications.
  - Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
  - Reasonable details regarding the extent of the work to be done.
  - Names of qualified contractors that will be used.
  - Appropriate building permits and the required licenses must be made available for inspection by the landlord.

### **REJECTION 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:

1. Contact the screening company that supplied the information to discuss your application. The screening company that processed your application is Background Investigations. Their name and the reference number for your file will be printed on the acceptance or denial letter.

Background Investigations  
1800 Blankenship Road, Suite 250  
West Linn, OR 97068
2. Contact the credit reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit reporting agent as per their policy.
4. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

Be advised:

- Incomplete, inaccurate or falsified information will be grounds for denial.
- Any applicant that is a current illegal drug user 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.
- 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.
- Applications and background screenings will be valid for a 60 day period from the date of submission. If the applicant(s) fails to execute a rental agreement within the stated 60 day period, an updated application/background screening will need to be obtained with costs paid by the applicant.
- The Criteria for Residency applies throughout the duration of tenancy. Management reserves the right to update records to confirm continue eligibility for housing.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to: Equal Housing Opportunity Manager  
Cambridge Real Estate Services  
1107 NW 14th Avenue, Portland, OR 97209

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

# RENTAL APPLICATION

MUST BE COMPLETED BY EACH ADULT APPLICANT.

ID VERIFIED



# CAMBRIDGE

real estate services

Complete Application Received

Date

Time

INCOMPLETE APPLICATIONS, MISSING OR FALSE INFORMATION WILL RESULT IN A DENIAL. PLEASE READ RENTAL CRITERIA BEFORE YOU APPLY.

(MANAGER)

Property \_\_\_\_\_ Co-Signer (if applicable) \_\_\_\_\_

Apartment # \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ Monthly rent \_\_\_\_\_

If being added as a roommate, current resident's name \_\_\_\_\_

(APPLICANT)

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

SS# \_\_\_\_\_ Birthdate \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

**Current Apartment**

Name & Address \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Have you given notice to vacate? \_\_\_\_\_

Current Landlord name & phone # \_\_\_\_\_

**Previous Apartment**

Name & Address \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Previous Landlord name & phone # \_\_\_\_\_

States & Counties you have lived in the past 7 years \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Have you ever been evicted from a residence?  Yes  No When? \_\_\_\_\_

Have you or any person who will be occupying the unit ever been convicted, pled guilty or no-contest to a felony or misdemeanor?

Yes  No Who? \_\_\_\_\_ When? \_\_\_\_\_ County/State \_\_\_\_\_

Are you required to register as a Sex Offender?  Yes  No

**Current Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates of employment \_\_\_\_\_

HR phone # \_\_\_\_\_ ID release # for information (optional) \_\_\_\_\_

Average Mo. Income \_\_\_\_\_ Other income \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates of employment \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

When do you need to move in? \_\_\_\_\_ Do you intend to have an animal at this residence? \_\_\_\_\_

Name(s) and birthdate(s) of those who will be living with you \_\_\_\_\_

Auto Make/Year/License # \_\_\_\_\_

The undersigned authorize Cambridge Real Estate Services or any screening service to contact my present and previous landlords, my credit references and employers (as listed above) and any credit reporting agency. It is understood and agreed that the sum paid at the time of application will be used as follows: A screening fee will be retained by the landlord as payment for the cost of application screening. Applicant screening entails the checking of your credit, income and other criteria for residency. As part of the application process, Landlord may obtain an Investigative Consumer Report which may include information on your character, general reputation, personal characteristics and mode of living. You have a right to request a written summary of your rights under the Federal Fair Credit Act as well as a complete and accurate disclosure of the nature and scope of the investigation requested. The request should be made to the Landlord or the credit reporting firm listed on the Criteria for Residency. You have the right to dispute the accuracy of any information provided to the landlord by the screening service or credit reporting agency. The name and address of the screening company can be obtained from either the Criteria for Residency form or the manager. Applicant's copy of this application shall be the receipt for the screening fee. If this application is approved, applicants will have 72 hours from the time of notification to return to execute a Rental Agreement and to pay the amount due. If applicants fail to execute a rental agreement and to pay the amount due within that time, they will be deemed to have refused the unit and the next application for the unit will be processed. Landlord shall have no liability to applicant until such time as a rental agreement is signed by both parties. I/we understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this will be grounds for termination of tenancy. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete. Applications and background screening will be valid for a 60 day period from the date of submission. If the applicant(s) fails to execute a rental agreement within the states 60 days period, an updated application/background screening will need to be obtained with costs paid by the applicant.

**GOOD FAITH ESTIMATE**

Approximate number of units currently available, or will in the foreseeable future be available, of the size and in the area requested by Applicant: \_\_\_\_\_ units

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ applications

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

**RECEIPT**

Screening charges.....\$ \_\_\_\_\_

Applicant X \_\_\_\_\_

Agent for Owner X \_\_\_\_\_