

## **RENTAL CRITERIA**

### **WILLAMETTE VIEW APARTMENTS**

#### **GENERAL REQUIREMENTS**

1. Each applicant must provide proof of legal status by providing picture identification and one of the following. Social Security Number or proof that the applicant has applied for one, I-94 Arrival-Departure form/Visa or Green Card.
2. A complete and accurate rental application must be filled out.
3. Each applicant will be required to qualify individually.

#### **OCCUPANCY STANDARD**

1. The maximum Occupancy Standard for all Realvest Properties is 2 people per bedroom. Infants under the age of 2 years are the exception to this Standard. Once the infant reaches the age of 2 years, it will be required that occupants of the apartment move to a larger unit to comply with the Occupancy Standard.
2. It is the responsibility of the adult resident to notify management of their need to relocate once the infant reaches 2 years of age. Residents will be granted a six month grace period to make this move.
3. Management will do all in their power to transfer the residents to another apartment within the property, or to another Realvest property if one is available, in order to help them comply with this Standard.

#### **INCOME/EMPLOYMENT REQUIREMENTS**

1. Gross monthly household income must equal **2 ½ times** the stated monthly rent.
2. You will be denied if we are unable to verify income that affirms your ability to pay rent.
3. A current paycheck stub will be required.
4. Some form of verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment Benefits, Welfare, Grant/Loans.*)
5. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
6. Students will be denied if we are unable to verify income that affirms your ability to pay rent. (*Verifiable income may mean, but is not limited to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment Benefits, Welfare, Grant/Loans.*)

#### **RENTAL REQUIREMENTS**

1. Six months of positive verifiable housing history from a third party landlord is required. If less than six months an additional \$250.00 refundable security deposit will be required.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years. Additional late payments will result in denial.
3. Three years of eviction free rental history will be required.
4. Rental history demonstrating residency, but not third party rental history, will require an additional \$250.00 refundable security deposit.
5. The application will be denied if rental history demonstrates documented noise or other complaints when the previous manager will not re-rent.
6. Three or more 72-hour notices within the past one-year will result in denial.
7. Two or more NSF checks within the past one year will result in denial.

### **CREDIT REQUIREMENTS**

1. Good credit will be required.
2. Outstanding collections (6 or more) in the past two years being reported on the credit report (*exclusive of medical collections*) will result in denial.
3. Identifiable outstanding landlord debt will result in denial.
4. Credit reports reflecting slow-pay on three accounts or more will require an additional \$250.00 refundable security deposit.

### **CRIMINAL HISTORY**

1. Upon receipt of the rental application and screening fee, a search of public records to determine whether the applicant has been convicted of, pled guilty or no-contest to, any crime.
2. *A conviction, guilty plea or no-contest plea for the following shall be grounds for denial.*
  - a) A conviction, guilty or no-contest plea for any felony involving injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes.
  - b) Any felony involving property damage, drug related offenses (sale, manufacture, delivery, or possession), burglary, robbery, or theft where the date of disposition, release or probation occurred within the last seven years.
  - c) Any misdemeanor or gross misdemeanor involving theft, assault, intimidation, sex crimes, drug related offenses (sale, manufacture, delivery, or possession), property damage, or weapon charges, where the date of the disposition, release, or probation occurred within the last five years.
  - d) Any misdemeanor involving criminal trespass, shoplifting, prostitution, or related violations, where the date of disposition, release or probation occurred within the last two years.

### **DENIAL PROCESS**

If your application has been denied and you feel that there are extenuating circumstances for your denial, you should do the following:

1. Correct any information on your personal, previous history, credit, or criminal record with the appropriate authority.
2. If, after contacting the screening company you are still not satisfied you may write to:

Equal Housing Opportunity Manager  
P.O. Box 28  
Vancouver, WA 98666

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.

*Resident Managers do not have the authority to override the recommendations of the screening company or make any change to the rental criteria.*