

**RENTAL CRITERIA**

**WILLAMETTE VIEW APARTMENTS**

**GENERAL REQUIREMENTS**

- 1 **Positive identification** with a picture **will be** required.
- 2 **A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. (Incomplete applications will be returned to the applicant.)**
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 3 times the stated monthly rent.**
2. **You will be denied if you are unemployed and/or we are unable to verify income that affirms your ability to pay rent or have a qualified co-signer.**
- 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 yearly tax return.**
6. **Students with no verifiable means of income may be accepted with a qualified co-signer. (*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 thirdparty landlord is required. If less than six months a qualified co-signer or a \$500.00 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 a \$500.00 refundable security deposit or a co-signer.**
- 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 a period of 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 a \$500.00 refundable security deposit or a qualified co-signer.**

**CRIMINAL HISTORY**

- 1 **Upon receipt of the rental application and screening fee, landlord shall initiate a search of public records to determine whether the applicant has been convicted of, pled guilty or no-contest to, any crime or crimes.**
- 2 **A conviction, guilty plea or no-contest plea for any felony or any misdemeanor involving murder, arson, theft, assault, prostitution, drug-related violations, and sex crimes of any kind shall be grounds for**

*denial of the rental application.*

**CO-SIGNER QUALIFICATIONS**

- 1 Verifiable monthly income must equal a minimum of 6 times the applicant's rent.  
*(Verifiable income may mean Bank Accounts & Trust Accounts*
- 2 Outstanding bad debt, *i.e. slow pay, collections, repossessions, liens, Judgements and wage garnishment programs*, will result in denial of the co-signer.

**DENIAL PROCESS**

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

- 1 Contact the company that supplied the information to discuss your application.
- 2 Correct any incorrect information through the credit reporting agency as per their policy.
- 3 Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
- 4 Upon receipt of the corrected and satisfactory information your application will be reevaluated for the next available apartment home.
- 5 If, after contacting the screening company you are still not satisfied you may write to:

Equal Housing Opportunity Manager  
P.O. Box 7  
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*