

SkyNat Property Management Criteria for Residency Resident Screening and Application Process

Thank you for applying to live in our community. This criterion is provided to you to define the process we use to select our residents. SkyNat Property Management 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

- 1.) Select your apartment home.
- 2.) Complete the Rental Application in full (one for each adult). Note: inaccurate or falsified information will be grounds for denial or termination of the tenancy if discovered after the tenancy commences.
- 3.) Pay your non-refundable screening fee of \$50.00 by money order or cashier's check only.
- 4.) Be prepared to wait two to four business days for the application verification process. Please provide proof of income with your application.
- 5.) Once you have been approved you will be required to pay a non-refundable \$100.00 deposit to hold the apartment and sign an Execution Agreement. This payment will be applied toward your first month's rent. If you decide not to rent the dwelling, you will forfeit your \$100.00 deposit.
- 6.) If the application is approved and you decide not to rent or the application is denied, you will forfeit your \$50.00 non-refundable screening charge. We do not accept a CRTSR.
- 7.) The required security deposit will be range between the following amounts depending on the screening results: \$800.00 to two month's rent. Security deposits will be calculated based on scheduled rent prior to any specials or lease discounts.
- 8.) You are encouraged to read the Rental Agreement at the time of application.

General Requirements

- 1.) Positive picture identification will be required for each adult applicant. Acceptable forms of picture identification are valid, state-issued, driver's license or identification card or a valid passport.
- 2.) Obtain a renter's liability insurance policy with coverage of at least \$100,000.00. Policy(ies) must name each adult applicant.
- 3.) 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).
- 4.) Each legal applicant will be required to qualify individually.
- 5.) Applicants must be able to enter a legal and binding contract.
- 6.) Any individual who may constitute a direct threat to the health and safety of an individual, the community, or the property of others will be denied.

Income Requirements

- 1.) Monthly household income must be equal to three times the stated monthly rent.
- 2.) A current paycheck stub will 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).
- 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 cosigner or a qualified roommate will be required.
- 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.
- 2.) Rental history demonstrating less than a year but at least six months of positive, verifiable rental history may require an additional security deposit or a qualified co-signer in lieu of a higher deposit.
- 3.) Rental history demonstrating residency, but not third party rental history, will require an additional security deposit equal to a full month's rent or a qualified co-signer in lieu of a higher deposit.
- 4.) A co-signer 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. A deposit equal to twice the monthly rental amount may be used in lieu of a qualified co-signer.
- 5.) Five years of eviction-free rental history will be required.
- 6.) Three 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 one-year period will result in denial.
- 8.) Rental history reflecting an unpaid balance to a landlord will result in denial.
- 9.) Rental history, either from prior landlord or any other source deemed reliable, reflecting negative references will result in denial.
- 10.) Rental history reflecting damage and/or past due rent may require additional security deposit (when debt is settled and accompanied with a positive reference).

Credit Requirements

- 1.) A credit report will be obtained.
- 2.) Outstanding bad debts (i.e. Slow pay, collections, discharged bankruptcies after 3 years, repossessions, liens, judgments, and wage garnishment programs not medically related) being reported on credit bureau which is more than \$1,500 will require additional deposit.
- 3.) Ten or more collections being reported by the credit bureau will result in an additional security deposit.
- 4.) Foreclosures listed on the credit report will be considered a credit issue rather than a rental history issue. Foreclosures will require additional deposit amounts or a qualified co-signer once the foreclosure is completed.

Co-Signer Requirements

- 1.) Complete the Rental Application in full (one for each adult). Note: inaccurate or falsified information will be grounds for denial or termination of the tenancy if discovered after the tenancy commences.
- 2.) Pay your non-refundable screening fee of \$50.00 by money order or cashier's check only.
- 3.) Be prepared to wait two to four business days for the application verification process. Please provide proof of income with your application.
- 4.) A qualified co-signer for the lease must meet all of the standard residency criteria and have income that exceeds four times the rental amount for the apartment. The co-signer must provide picture identification. Acceptable forms of picture identification are valid, state-issued, driver's license or identification card or a valid passport
- 5.) A co-signer will be required to sign the lease agreement or co-signer agreement and will be equally responsible for the lease.

Criminal Conviction Criteria

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 or plead 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, manslaughter, arson, rape, sex crimes and/or child sex crimes, extensive

- property damage, manufacturing or distribution of a controlled substance, or 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 felony (other than listed above) where the date of disposition, release or parole occurred in the last 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 violence where the date of disposition, release or parole occurred within the last 5 years will be ground 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 1, theft, property crimes, dishonesty, prostitution where the date of disposition, release, or parole have occurred in the last 3 years shall be grounds for denial of the rental application.
- 1.) 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.

Disabled Accessibility

SkyNat Property Management allows existing premises to be modified at the full and complete expense of the disabled person. SkyNat Property Management 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 work-like manner.
- Reasonable details regarding the extent of the work will be done.
- Names of the qualified contractors that will be used.

Appropriate building permits and the required licenses must be made available for inspection by the landlord.

Denial Policy

If your application is denied due to negative and adverse information being reported you may:

- 1.) Contact Pacific Screening at 503-297-1941 to discuss your application.
- 2.) Contact the credit reporting agency to :
 - A.) Identify who is reporting unfavorable information.
 - B.) Request a correction if the information being reported is incorrect.If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should write to:
Equal Housing Manager
4000 SW Corbett Avenue
Portland, OR 97239