

## **SkyNat Property Management**

### **Criteria for Residency**

### **Resident Screening and Selection Process**

Thank you for applying to live in our community. This criteria 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 use 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 \$35.00.
- 4.) Be prepared to wait one to two business days for the application verification process. To expedite the process, please provide proof of income with your application.
- 5.) Once you have been approved you will be required to pay a minimum of \$100 dollars to hold the apartment and sign an execution agreement.
- 6.) If the application is approved and you decide not to rent or the application is denied, you will forfeit your \$35.00 non-refundable screening charge.
- 7.) The required security deposit will be one of the following amounts depending on the screening results: \$400.00, one month's rent, or 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. A photocopy of picture identification will 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 able to enter a legal and binding contract.
- 5.) 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.
- 6.) Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.

#### **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 equal 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 2.5 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 2.5 times the stated rent then either a security deposit equal to twice the monthly rental amount or at least six month's of living expenses on hand will be required. A qualified co-signer and a deposit equal to a full month rent may be substituted in lieu of a deposit equal to twice the monthly rental 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.
- 2.) Rental history demonstrating less than a year but at least six months of positive, verifiable rental history will require a security deposit equal to a full month's rent or a qualified co-signer in lieu of a higher deposit.
- 3.) Rental history demonstrating residency, but not third party rental history, will require a 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.) Three years of eviction free rental history will be required.
- 6.) 4 or more 72-hour notices (or 144- hour notices) within a period of one year will result in denial.
- 7.) 3 or more NSF checks within a one-year period will result in denial.
- 8.) Rental history reflecting unpaid damage and/or past due rent will be denied. Rental history, either from a prior landlord or any other source deemed reliable, reflecting negative references will result in denial.
- 9.) Rental history reflecting damage and/or past due rent will require a security deposit equal to a full month's rent (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 a security deposit equal to a full month's rent.
- 3.) Ten or more collections being reported by the credit bureau will result in full security deposit.
- 4.) Bankruptcy (Chapters 7 or 13) denial.
- 5.) Foreclosures listed on the credit report will be considered a credit issue rather than a rental history issue. Foreclosures will require a deposit equal to a full month's rent or a qualified co-signer once the foreclosure is completed. Foreclosures in process will be considered a negative rental reference.

### **Co-Signer Requirements**

- 1.) 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 photo and other legal identification as required by management.
- 2.) 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**

- 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 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, arson, rape, sex crimes and/or child sex crimes, extensive property damage 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 7 years will 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 1, theft, 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.
- 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.

### **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:

- 1.) The applicant to seek the landlord's written approval before making modifications.
- 2.) Reasonable assurance (in writing) that the work will be performed in a work-like manner.
- 3.) Reasonable details regarding the extent of the work will be done.
- 4.) Names of 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 do the following: Write to our Equal Housing Manager, 4000 SW Corbett Avenue, Portland, OR 97239