



hello@westridgepm.com, westridgepm.com

APPLICANT SELECTION CRITERIA

This applicant rental screening and selection policy is applied to everyone. West Ridge Property Management is an equal housing property management company, which does not discriminate on the basis of race, color, religion, sex, national origin, physical and/or mental disabilities, familial status, marital status, source of income, age, gender identity, sexual orientation or domestic violence victims and survivors.

APPLICATION PROCESS

- All application attachments must be attached to the application and submitted at the time of application submission (**SEE BOLDED, UNDERLINED TEXT**).
- Applicants may provide supplemental evidence with their application to mitigate potentially negative screening results.
- Applicants have an opportunity to appeal for 30 days following the denial of an Application. Applicant has the opportunity to correct, refute or explain negative information that formed the basis of the Manager's denial.
- Applicants have the right to dispute the accuracy of any information provided to the landlord by a screening company or credit reporting agency.
- For Portland properties: Applications will not be processed until the date and time given on the rental posting. Please do not submit an application any earlier. Applications submitted prior to this given date and time will be subject to an 8-hour processing penalty (In accordance with Portland administrative rule PCC 30.01.086).

EVALUATION PROCESS & CRITERIA

- Upon receipt of a completed application, the contents of the application are compared to the screening criteria by the Manager, and the applicant is either approved or denied in compliance with all local, state and federal laws.
- Applications are screened on a first come first serve basis.
- Rental references and income will be verified.
- A screening fee of \$42 for each applicant 18 or older will be required when we begin processing your application.
- A credit and criminal records report will be obtained for every applicant 18 years of age and older.
- Be prepared to wait 1-5 business days for the application verification process.
- **Applicants must provide identification verifying their name, date of birth, and photo**, for applicant screening. One or more of the following types of identification will be accepted:
 - Evidence of Social Security Number (SSN Card);
 - Valid Permanent Resident Alien Registration Receipt Card;
 - Immigrant Visa;
 - Individual Taxpayer Identification Number (ITIN);
 - Non-immigrant visa;
 - Any government-issued identification regardless of expiration date; or
 - Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity.
- Each applicant will be required to qualify individually.
- Incomplete, inaccurate, or falsified information will be grounds for denial of the application.
- Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
- Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the property, or the property of others, will be denied tenancy.
- Co-signers/guarantors are not accepted.
- All rental units have a no smoking policy.

INCOME & EMPLOYMENT CRITERIA

- Monthly household gross income must be equal to 2 times the stated rent, and must be from a verifiable, legal source.
- **Applicants must provide consecutive and recent pay stubs for the last 8 weeks from application date.**
- **If additional sources of income are included on application, applicants must provide consecutive statements for the last 2 months from application date.**
- **Self-employed applicants will be required to submit the previous year's tax return as well as previous two months bank statements.**

RENTAL & EVICTION HISTORY CRITERIA

- Two years of verifiable contractual rental history from a current unrelated third-party landlord, or homeownership is required.
- **If an applicant owned a home during the last two years, the applicant must provide statements showing mortgage payments for that time period.**
- Evictions filed within the last 5 years will result in denial of application.
- One or more 72-hour notices within one year will result in denial of application.
- Two or more dishonored checks within one year will result in denial of the application.
- Rental or mortgage history reflecting an outstanding balance will result in denial of the application.
- Notices of disturbances, violations and other non-compliance of rental agreement may result in denial of the application.
- Rental or mortgage history reflecting negative comments, or late or missed payments may result in denial of the application.

CREDIT & COLLECTIONS CRITERIA

- Negative or adverse debt showing on consumer credit reports may result in denial of the application.
- Unpaid accounts in collections (not related to medical expenses) may result in denial of the application.
- A credit score of less than 700 may result in denial of the application.
- Utility accounts in collections will result in denial of the application.
- Repossessions or Bankruptcies within the last two years will disqualify an applicant if poor credit history continued after filing.

CRIMINAL CONVICTION CRITERIA

- Upon receipt of the rental application and screening fee, the property manager shall conduct a search of public records to determine whether the applicant, or any proposed tenant, has ever been convicted of any crime or released from incarceration.
- A conviction(s) for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drugs (excluding convictions based solely on the use or possession of marijuana), pornography, sex crimes, child sex crimes or weapons charges will be grounds for denial of the rental application.
- Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts.
- Manager will engage in an individualized assessment of the applicant's or other proposed occupants' convictions if the applicant has satisfied all other criteria.

NON-APPLICANTS

A non-applicant tenant is one who assumes no financial responsibility and cannot be screened for financial responsibility. All *adult* non-applicant tenants will be screened for factors related to rental maintenance and conduct and will be charged a \$42 screening fee.



Statement of Applicant Rights and Responsibilities Notice

Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing during the rental unit advertising and application process. Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days. ***Applicants are strongly encouraged to review their rights before submitting an application.***

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance. Note that requirements and restrictions specified in Portland City Code are in addition to, not instead of, the requirements and restrictions of applicable state and federal law.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: portland.gov/rso or by contacting the Rental Services Office at (503) 823-1303 or rentalservices@portlandoregon.gov.

Residential Rental Unit Registration

- Portland City Code 7.02.890

Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form

Mandatory Renter Relocation Assistance

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译
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번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.



Right to Request a Modification or Accommodation Notice

Required Under Portland City Code Title 30.01.086.C.3.B

For residential rental units within Portland city limits, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act**, make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

Some examples of reasonable accommodations include:

- Assigning an accessible parking space
- Transferring a tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building. More information about assistance animals is available here:

https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

Some examples of reasonable modification include:

- Adding a grab bar to a tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

Under fair housing laws, a person with a disability is someone:

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.

Reasonable Accommodations

A reasonable accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a reasonable accommodation.

All housing or programs are required to make reasonable accommodations. Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a reasonable accommodation.

Reasonable Modifications

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

Verification of Disability

In response to an accommodation or modification request and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, they, can ask an applicant/tenant to provide documentation from a qualified third party (professional), that the applicant or tenant has a disability that results in one or more functional limitation. If the disability-related need for the requested accommodation or modification is not known or obvious, the housing provider can request documentation stating that the requested accommodation or modification is necessary because of the disability, and that it will allow the applicant/tenant access to the unit and any amenities or services included with the rental equally to other tenants.

A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and tenants with disabilities, as well as applicants and tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other tenants because of their disability.

Under fair housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If wrongfully denied an accommodation or modification contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination.

Call HUD toll-free at 1-800-669-9777 or TTY 1-800-927-9275 or visit https://www.hud.gov/program_offices/fair_housing_equal_opp/complaint-process

HUD will investigate at no cost to the complainant.

For more information about reasonable accommodations and modifications visit www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications

Call the Fair Housing Council of Oregon at (503) 223-8197 ext. 2 or <http://fhco.org/index.php/report-discrimination>.



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

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