



**We operate on a first come, first serve basis.**

The qualification process for first position in line for a rental is as follows:

1. Fully completed rental application
2. All application fees paid (\$50 per each adult applying)
3. Interior tour completed

The first position applicant will be immediately offered the unit if they meet all of our screening criteria. Any application received in second position will be processed in the event that the application in front of it does not meet our screening criteria. If the second or any subsequent applications do not continue to meet our screening criteria, we will use our discretion in approving the most qualified applicant. We reserve the right to deny any and all applications that do not meet our screening criteria. Application fees for second position and subsequent positions are refundable in the event that the first position application is immediately approved by meeting all of our screening criteria.

**Application Screening Criteria**

There is a \$50.00 charge for each individual applicant (over 18). Checks are not accepted. This charge covers our costs to run a credit check and criminal background check. Please review our list of criteria. We do not discriminate on basis of age, race, color, religion, sex, handicap, national origin, family or marital status, sexual orientation, sexual identity or source of income. Please note, if you are a caregiver to one of our residents you must complete an application. You will be screened for conduct and criminal only. Your credit history and/or income will not be screened or used as grounds for denial.

**We require:**

- A complete application for each adult 18 or older. **Unfavorable information for any individual applicant may result in denial of all applications for that group.**
- A three year residency history; have the name, address and phone number of previous landlords ready.
- A three year employment history; have the name, address and phone number of previous employers ready.
- Verifiable gross monthly income that is three (3) times the amount of rent. Verifiable income may mean, but is not limited to, alimony/ child support, trust accounts, social security, grants or student loans.

**Self Employed** applicants must provide a copy of their most recent tax return, current bank statement & business license.

**Section 8** applicants must demonstrate income that is 3x their portion of the rent.

**Social Security** recipients must provide a copy of their check or annual benefits letter.

**Roommates:** combined income from all applicants must equal 3x the rent.

**Full Time Students** must provide **proof** of current student status, financial aid award letter and/or current bank statements with balance of 5x the rent.

**Out of State Applicants,** with no local employer, must provide current bank statements with balance of 5x the rentU.

- Two pieces of Identification. Choose from each group below:

**Group A:**

- Passport (foreign or US)
- US Drivers License
- US State issued ID card

**Group B:**

- Social Security
- US Birth Certificate or US Passport
- Resident Alien, work visa or student visa

- Proof of income (pay stub, bank statement, etc.).
- Maximum occupancy of no more than two (2) people per bedroom.

You may be asked to pay a higher security deposit (up to 2x the rent) for the following:

- No credit or poor credit (inc. slow pay or discharged bankruptcy more than one year ago).
- No landlord references (must be from an unbiased source; no roommate or family references).
- Less than one year of rental history.

**The total security deposit required will be that of the last qualified applicant.**

You will be denied tenancy and will forfeit your application fee for the following:

- Incomplete, inaccurate or misrepresentation of any information on your application.
- Insufficient income or employment history.
- Judgment of restitution (in last five (5) years).

Applicant 1 \_\_\_ Date\_\_\_\_\_

Applicant 2 \_\_\_ Date\_\_\_\_\_

Applicant 3 \_\_\_ Date\_\_\_\_\_

- 3 or more misdemeanors (ever). A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery, or possession with intent to sell) class A/Felony burglary or class A/Felony robbery. Any criminal arrest, with or without a conviction for crimes relating to: drugs, sex offense or financial fraud (including but not limited to identity theft or forgery).
- Judgment and/or multiple collections or charge offs in the last seven (7) years. Discharged bankruptcy within the last twelve (12) months or any open bankruptcy.
- Negative landlord references including: money owed to a prior landlord, three violation notices issued in one year period (ie 72 hour notices, NSF, noise/disturbance, unauthorized pets or occupants), excessive damage upon move out or if a land lord refuses to give a reference.
- We determine that you would be a direct threat to the health and safety of other tenants, guests, apartment complex, owner, owner's agents, and/or the property.

If you meet the application criteria and are accepted you will have the peace of mind of knowing other renters in your complex are being screened with equal care. If you are applying for a residence without resident management staff, applications are accepted weekdays between 8:00 am and 5:00 pm. Applications completed after hours or weekends will be processed the next business day. We accept the first qualified applicant.

**If your application is approved** and you wish to hold the apartment for more than three (3) days, we will require that you pay a reservation deposit; and if you do not thereafter execute a rental agreement and take possession of the premises as agreed you will forfeit that deposit. We reserve the right to request the deposit to hold or other monies be paid in certified funds (money order or cashier's check). We are not required to hold any premises for you for more than three (3) days without payment of a reservation deposit.

**Non-compliance Fees:**

- Up to \$100 Late Fee, when rent is not received by the 5<sup>th</sup> day of the month.
- \$35 (+ bank fee per occurrence) Returned check fee, for payment returned by your financial/banking institution.
- \$50 Rule Violation Fee, when the 2<sup>nd</sup> offense notice is issued by the corporate office.
- \$50+ 5% of one month's rent Rule Violation Fee, when a 3<sup>rd</sup> offense notice is issued by the corporate office.
- \$50 Illegal/Unauthorized Parking Fee, plus any tow costs assessed by the tow company to remove vehicle.
- \$50 Unauthorized Dumping Fee, plus any actual charge levied by the hauler to dispose of the items.
- \$50 Pet violation, as defined by the pet agreement, plus any actual damage caused by the animal.
- \$50 Smoking violation in a non-smoking unit/building.

**Smoke Detector/ Carbon Monoxide Tampering or Removal:** Up to \$250, per state law, plus the cost to replace detector or batteries.

**Lease Break Fee:** Equal to one and a half times the stated rent if you terminate your lease agreement prior to the lease end date. This fee does not apply if you sign a month to month rental agreement.

Please note you will be charged the prevailing maintenance rate if you request assistance for lock change, lock out, lost key, if you or your pet cause damage while residing in the unit or if you miss an appointment with a scheduled vendor.

The following utilities are contracted by the landlord and will be billed back to you:  garbage  water and sewer  natural gas  electricity. An addendum outlining the billing method will be included with your lease/rental agreement. **If you are late paying any utility bill back, a \$10 late fee or a 10% late charge, whichever is greater (but not to exceed \$50 per occurrence) will be added to your account.** If you have any questions about how the utilities are calculated, the current billing rate or would like to see the addendum prior to completing your application, please do not hesitate to ask.

**We require all our residents to carry renters insurance.** You will need to provide a certificate of insurance in the minimum amount of \$100,000 liability or a customary amount required by landlords with similar properties prior to moving in. This policy does not apply to tenants in a household with income less than 50% of the area median income or subsidized with public funds.

I have read and understand the Application Screening information listed above and have also received the Denial Policy. I hereby give permission to Gateway Property Management to obtain information from whatever credit reporting agency they desire. (sign & date below)

**DENIAL POLICY**

If your application has been denied and you believe you qualify as a resident under the criteria provided, you may write us at:

Equal Housing Opportunity Manager  
 Gateway Property Management  
 9609 SE Foster Rd.  
 Portland, OR 97266

In the letter please explain the reasons you believe your application should be approved and request a review of your file. Within seven business days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome.