



# Robyn's Nest Property Management, Inc.

Mailing: 14780 SW Osprey Dr | Ste 365 | Beaverton, OR 97007

Physical: 9570 SW Tigard St | Tigard, OR 97223

robyn@robynsnestpm.com | www.robynsnestpm.com | 503.597.7790

## RENTAL CRITERIA

### I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing).
2. Two persons are allowed per bedroom plus one.

### II. APPLICATION PROCESS - Steps to become a resident at a STANDARD property

1. Select your rental home.
2. Complete the application on the designated form.
3. Pay your non-refundable credit/screening fee of \$35.00 dollars.

III. DISABLED ACCESSIBILITY STANDARD *allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition.*

STANDARD requires:

1. Confirmation that the reasonable accommodation and modification is necessary.
2. Written approval from the landlord before modifications are made.
3. Written proposals detailing the extent of the work to be done.
4. Written assurances that the work will be performed in a professional manner.
5. Documents identifying the names and qualifications of the contractors to be used.
6. All appropriate building permits and required licenses made available for landlord inspection

### IV. GENERAL RENTAL REQUIREMENTS

1. Positive government issued identification with a picture will be required
2. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant*).
3. Each potential tenant age 18 and older will be required to submit their own application.



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4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied. If use is discovered after move-in, could be grounds for eviction.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others will be denied.
8. Renters Insurance will be a requirement of this property to include a personal liability amount of \$100,000 and Robyn's Nest Property Management, Inc. is to be listed as an interested party.
9. All of our properties follow the Federal Controlled Substance Act and do not allow possession or usage of Marijuana on any of our properties inside or outside - recreationally or medicinally.

### INCOME REQUIREMENTS

1. Total household **monthly income should equal 3 times the stated monthly rent** and must be from a verifiable, legal source.
2. Three months of current paycheck stubs from the employer will be required or three months of bank statements showing direct deposit from employer is also acceptable if we are unable to verify income over the phone.
3. 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, Welfare, Grants/Loans*).
4. Self-employed applicants will be required to show proof of income through copies of the previous year tax returns.
5. If gross monthly household income does not equal 3 times the stated monthly rent, a security deposit equal to a full month's rent, and a qualified co-signer will be required.
6. You will be denied if your source of income cannot be verified.

### VI. EMPLOYMENT REQUIREMENTS

1. **1 year of verifiable employment will be required.**
2. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
3. A security deposit equal to a full month's rent will be required when employment does not meet the requirements.



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4. You will be denied if you are unemployed and an alternative source of income cannot be verified or the total gross household income of all applicants does not meet the 3 times the stated monthly rent requirement above (item1) or you do not have a qualified co-signer.

#### VII. RENTAL REQUIREMENTS

1. **1 year verifiable rental history from a current third party landlord is required.** (*Rental references ending 12 months prior to the date of application will not be considered current*)
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current and is considered your rental history if you have been a home owner.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. 4 years of eviction free rental history will be required. Dismissed evictions will require a security deposit equal to a full month's rent.
5. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent.
6. A co-signer will be required when rental history does not meet third party rental criteria, but residency can be verified with parents, student housing or military housing.
7. Rental history reflecting past due rent or an outstanding balance will be denied. (*a security deposit equal to a full month's rent will be accepted when **past due rent** has been paid and no additional negative information has been documented*).
8. Three or more 72-hr notices within one year will result in denial of the application.
9. Three or more dishonored checks (NSF, Bounced) will result in denial of the application.

#### VIII. CREDIT REQUIREMENTS

1. **Good credit will be required.**
2. Negative or adverse debt on a credit bureau (*ie., Slow pay, Collections, Bankruptcies - filed longer than one year ago, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit equal to a full month's rent.
3. Bankruptcies filed less than one year from the date of application may be denied.
4. Three or more unpaid collections (not related to medical) over the last 3 years will result in denial of the application.



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#### IX. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any: drug-related crime; person crime' sex offense' crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the Rental Application. If there are multiple convictions, guilty pleas or no contest pleas on applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to Owner/Agent that applicant has been crime-free for at least 10 years since the later of i) the date of release from incarceration; or ii) completion of parole.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender will result in denial.



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X. **PET POLICY** - Whether or not a pet will be allowed on a given property is completely property dependent and a property owner's choice. If dogs are allowed on the property you have chosen we do have some breed restrictions and they are as follows: **NO** Pitbulls, German Shepherds, Rottweilers, Staffordshire Terriers or Dobermans or any other mixed breeds that include any of these breeds.

XI. **MARIJUANA POLICY** - Per the Federal Controlled Substance Act, we do not allow possession or usage of Marijuana on this or any of our properties inside or outside - recreationally or medicinally. Use of this may subject you to a 24-hour notice of termination.

XI. **DENIAL POLICY** - *If your application is denied due to negative and adverse information being reported, you may;*

1. Contact Background Investigations at (503) 639-6000 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 OPPORTUNITY MANAGER**  
 14780 SW Osprey Dr, Suite 365  
 Beaverton, OR 97007

*Explain the reasons you believe your application should be reevaluated and request a review of your file. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome.*