



MILESTONE PROPERTYMANAGEMENT, LLC RENTAL CRITERIA AND SCREENING PROCESS

Thank you for considering one of our properties for your future residence. Milestone Property Management, LLC is an Equal Housing Opportunity provider and seeks to process all applications in a fair and consistent manner.

RESERVATION DEPOSITS: Once the application has been approved, Applicant(s) will be required to sign a reservation deposit agreement and pay the required reservation deposit of a minimum of \$300 within 24 hours of approval notification. The reservation deposit will be applied towards the total move-in costs, but shall be forfeited to Landlord if the applicant(s) fails to execute a rental agreement. However, if the parties execute a rental agreement prior to execution of the reservation deposit agreement, then the reservation deposit agreement shall not be required.

SCREENING CHARGE: Owner/Agent is charging an application Screening Charge of \$50 per adult Applicant. This charge is non-refundable, unless the Owner/Agent does not screen the Applicant.

APPLICATION PROCESS: Select your desired property, complete the application and pay your non-refundable application screening charge. Each adult applicant must submit their own application and pay the non-refundable screening charge. (Screening charges must be paid via money order only.) Your application will take approximately three (3) business days to process, but may take longer if the application is incomplete, the provided information is difficult to verify, or there are unanticipated delays. During the screening process, we may use a tenant screening company, credit reports, public records or criminal records, and we may contact employers, landlords or other references. We may verify your income and your references provided in your application.

WE REQUIRE COMPLETE, ACCURATE AND TRUTHFUL INFORMATION: Each Applicant must submit an application. Incomplete, inaccurate or falsified information will be grounds for denying your application. If we later discover that you submitted substantially false information regarding a criminal conviction, after you became our tenant, we may terminate your tenancy.

INDIVIDUAL QUALIFICATION: Each Applicant must qualify individually.

OCCUPANCY POLICY: Occupancy is based on the number of bedrooms in the premises. Two (2) persons are allowed per bedroom, plus one (1) additional occupant. In a designated studio apartment, 2 persons are allowed. Exceptions may be made to this policy, if the law so requires.

SCREENING CRITERIA: In addition to any other criteria contained herein, the following criteria apply. If you do not meet all of the criteria contained herein, we may deny your application and/or require an increased security deposit.

INCOME/EMPLOYMENT REQUIREMENTS

- Your net income (take home pay) must be at least 2-1/2 to 3 times the amount of stated rent.
- Any of the following means may be used to verify employment/income: a.) direct employer verification, b.) pay stubs, and/or c.) tax returns for previous year for self-employed Applicants.
- Each Applicant must have twelve months of verifiable employment, if used as a source of income.
- Applicants must not have any leave of absence from employment, for any reason, exceeding three (3) months.

CREDIT PORTFOLIO REQUIREMENTS

- Current credit information will be verified. Any consumer credit report that has been obtained must be satisfactory.

RENTAL/HOME OWNERSHIP HISTORY REQUIREMENTS

- Applicants must have a verifiable current and previous address(es) and must have a satisfactory, unbiased rental reference from their current and previous landlords for at least the past full year (i.e., for at least one year immediately preceding the application date).
- Home ownership must be verified through the county tax assessor's office. All mortgage payments must be current, and Applicants must not be in default of any mortgage payment obligation.
- If Applicant has resided in premises that were not governed by a landlord/tenant relationship, and applicant lacks any rental history, then applicant must provide sufficient proof that applicant would be a good tenant, and pass all other screening criteria.

AN APPLICATION MAY BE DENIED FOR ONE OR MORE OF THE FOLLOWING REASONS

- A general judgment of restitution (i.e., an eviction) that is less than five (5) years old.
- A pending eviction action that has not yet resulted in a dismissal or judgement in favor of the Applicant, at the time the application is submitted.
- Incomplete, inaccurate, or falsified information on the Rental Application.
- Applicant has submitted two (2) or more NSF checks within the last year.
- Poor rental history.
- More than two (2) 72 hour notices within the last year.
- Insufficient income history or employment history.
- Unpaid utility bills or collection accounts.
- An unpaid debt (including, without limitation, an outstanding judgment debt) owing to a prior landlord.
- Noise or other disturbance complaints at prior property(ies).
- The prior landlord would not re-rent to Applicant.
- The Applicant has an undisclosed or unpermitted pet.
- Information that cannot be verified from unbiased sources, as provided by the Applicant.
- Applicant(s) make any derogatory or offensive comments, and/or act in a threatening, combative, intoxicated or disorderly manner, during any phase of the inspection, meeting or application process.
- Any Applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, a termination of the tenancy and/or an eviction may result.
- Any individual who may constitute a direct threat to the health and/or safety of any individual, the complex, or property of others, will be denied.
- A conviction for any crime involving serious injury, kidnapping, death, arson, rape, sex crimes, identity theft, forgery, property damage, drug-related offenses (including, without limitation, sale, manufacture, delivery or possession with intent to sell), burglary, robbery, any other felony, or any other crime if the conduct for which the Applicant was convicted is of a nature that would adversely affect the property of the landlord or other tenants or the health, safety or right to peaceful enjoyment of the premises of the residents, the landlord or the landlord's agents shall be grounds for denial of the Rental Application.
- Any offense that requires the applicant to register as a sex offender.
- Any arrest that did not result in a conviction, but which was based upon: a.) a drug-related crime; b.) a person crime; c.) a sex offense; d.) a crime involving financial fraud, including identity theft and forgery; or e.) any other crime if the conduct for which the Applicant was convicted or charged is of a nature that would adversely affect: 1.) the property of the landlord or a tenant; or 2). The health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

APPLICATION EVALUATION PROCESS: Application evaluations are treated in a consistent, objective manner and are based on real and statistical data, including, without limitation, items set forth in the foregoing list. The following comments elaborate upon the potential screening results.

- If Applicant(s) are fully approved, then standard deposits and fees will apply.
- If Applicant(s) are approved with conditions, then Applicants are given the option to avoid a denial by paying an additional security deposit.
- If Applicant(s) are denied, then Applicants will be provided with the contact information for the consumer reporting agencies that provided the consumer information, if the denial was based on such information. Applicants then have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. If the application is denied due to unfavorable information received during the screening process, Applicants may contact (in writing) the screening company that processed the application.
- Applicant has the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or a credit reporting agency. Owner/Agent currently uses Pacific Screening, Inc., for the processing of screening reports.

- If applicants desire to bring any pet into the premises, then Applicants must first submit verifiable proof, from a veterinarian, that any pet over one (1) year old, has all current shots, all immunizations, is neutered or spayed, and is licensed.
 - If applicants recently sold Applicant's home, then Owner/Agent may require Applicants to enter into a Lease of no less than six (6) months in duration.
- If the foregoing box is checked, then, if approved, Applicants must submit written proof that Applicants have \$100,000 liability coverage, pursuant to an existing renter's liability insurance policy.

MOVE IN COST REQUIREMENTS: A security deposit is required for all move-ins, and must be paid on or before the move-in date. The amount assessed is determined by the information contained in the final screening results, with a minimum of \$550 and a maximum of \$1,450 (for multi-family rentals) and a full month's rent for single-family homes. Applicant(s) must also pay any and all other charges specified in the financial terms of the Rental Agreement.

ACCESSABILITY: Milestone Property Management, LLC allows for reasonable modifications to existing premises in accordance with federal fair housing laws. All expenses associated with modifications and restoration of the premises to pre-modified condition shall be the responsibility of the disabled individual, unless contrary to any application law.

REJECTION POLICY: If your Application has been rejected due to negative and adverse information being reported, and the denial is based in whole or in part on a tenant screening company or consumer credit reporting agency report, then we will give you actual notice of that fact at the same time that we notify you of the denial. Unless written notice of the name and address of the screening company or credit reporting agency has previously been given to you, we shall promptly give written notice to the applicant of the name and address of the company or agency that provided the report upon which the denial is based.

WRITTEN CHALLENGES TO DENIALS: If your Application has been denied and you feel that you qualify as a resident under the criteria set forth above, you should write to the following address: ATTN: Equal Housing Opportunity Provider, Milestone Property Management, LLC, 6823 SW Canyon Road., Portland, OR 97225. In your written communication, explain the reasons why you believe your application should be re-evaluated and request a review of your file. Within seven (7) working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review. However, this paragraph shall not constitute any promise or assurance that the premises for which you applied will still be available to rent if your denial is later overturned.