

INCOME PROPERTY MANAGEMENT COMPANY INC.  
RESIDENT CRITERIA

Property Name: **Ashley Terrace Apartments**

**Income Property Management Company** is in total compliance with State and Federal Fair Housing guidelines. No persons shall be discriminated against on the basis of race, color, religion, sex, handicap, familial status, marital status, sexual orientation or national origin.

We review all reasonable accommodation requests and these requests for **reasonable accommodations(s)** must be submitted to the Landlord in writing on a form available from the manager, at the address listed below.

**CITIZENSHIP REQUIREMENT** - Only US Citizens or eligible non-citizens are qualified for tenancy. Applicants must disclose social security numbers for all household members at least 6 years of age and older, and provide proof of the numbers reported.

Identification document requirement- Due to screening requirements for criminal and credit histories, only US Citizens or eligible non-citizens are qualified for tenancy. The following documentation must be submitted and verified prior to be qualified for tenancy:

1. Applicants must disclose valid social security numbers for all household members at least 6 years of age and older, and provide proof of the numbers reported.
2. Applicants with valid social security numbers must produce any other documentation in their possession establishing their identity, including, but not limited to: birth certificates, proof of lawful permanent residency in the United States, any temporary visas or permits allowing applicants to reside in the United States.

**OCCUPANCY POLICY** - Limit of two (2) per bedroom.

**EMPLOYMENT/INCOME** - Current employment/income must be verifiable. Self-employment shall be verifiable with a six- (6) month minimum. One of the following will be required as backup, pay stubs, W-2's or tax returns. Gross income must be three (3) times the rental amount. A **full security deposit** or a **qualified co-signer** will be required if applicant has insufficient source of income or unverifiable income. A **full security deposit and a qualified co-signer** will be required if the applicant has no source of income. A verifiable (liquid) checking or savings account with a minimum balance of \$3,000 will be accepted in lieu of employment.

**RENTAL HISTORY** - Minimum of six (6) months positive, verifiable rental history will be required. (not a friend or relative), otherwise a full security deposit and/or a qualified co-signer will be required. Proof of home ownership may be used in lieu of rental history. We will go back three (3) years on rental references, rental gaps and unreported addresses that appear on a credit report or are otherwise discovered. If during this review of the preceding three (3) years we are unable to obtain six (6) months of positive verifiable rental history from a neutral third party, we will then be required to go back five (5) years.

A negative rental reference, FED, or negative credit including bad debt to a prior landlord that is over seven (7) years old will not be counted in the screening process.

**CREDIT HISTORY** - An acceptable credit rating showing **90%** of accounts current (not including unpaid medical expenses). A **full security deposit or qualified co-signer** will be required if applicant does not meet the above acceptable credit rating. A **bankruptcy** within the last 12 (twelve) months will be a denial. If the bankruptcy is over 12 months, no denial if there has been no negative credit since then. A foreclosure on an owner occupied personal residence will be counted as "negative credit" and will require the payment of a full security deposit.

**CRIMINAL HISTORY** - Upon receipt of the rental application and screening charge, the Landlord will conduct a search of public records to determine whether the **applicant(s) or co-signer(s) (that would live in the rental unit)** has been convicted of, pled guilty or no-contest to any crime. If convicted of, pled guilty or no contest the following applies.

- a.) Any **Class A felony including but not limited** to those involving serious injury, kidnapping, death, arson, rape, sex crimes, and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery, possession or possession with intent to sell), assault, intimidation, harassment/menacing, **immediate denial with no time frame**. **Any Class A Felony which does not include the above categories and has a time frame over 7 years shall be subject to review. OR;**
- b.) Any other felony (**Class B or C**) or any **Class A misdemeanor or gross misdemeanor including but not limited to** involving theft, assault, intimidation, harassment/menacing, sex crimes, drug-related offenses (sale, manufacture delivery or possession with intent to sell), property damage or weapons charges: **immediate denial within the last (7) years**. **OR;**
- c.) Any **Class B or C misdemeanor including but not limited to** the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution, and related violations, intimidation, harassment/menacing: **immediate denial within the last (3) years**.
- d.) Ever been convicted of any crime that would require registration as a sex offender under the laws of any state: **immediate denial with no time frame**.

- e.) More than ten (10) convictions of any felony or misdemeanor will be reason for a denial with no timeframe.
- f.) **Pending charges or outstanding warrants for any of the above will result in a suspension of the application process** until the charges are resolved. Upon resolution, if any appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
- g.) Any criminal history outside of the timelines listed above will not lead to a denial regardless of how the criminal question was answered on the Rental Application.

**OTHER REASONS FOR IMMEDIATE DENIAL OR SUBSEQUENT TERMINATION OF RENTAL AGREEMENT:**

- Any **information** that is provided on the rental application that is **falsified, incomplete or deliberately inaccurate.**
- **Any Forcible Entry & Detainer (FED/Eviction)** on an applicant’s record within the past **seven (7) years.**
- Any **verifiable information** provided to Landlord indicating that applicant’s tenancy would **constitute a direct threat to the health, safety and welfare** of other individuals or whose residency would result in substantial physical damage to the property of others.
- Any applicant **not legally able to enter into a binding contract,** rental or lease agreement.
- A negative landlord reference regarding non-payment of rent, consistent late rent, noise or disturbance or any other violation of the rental agreement is an immediate denial if there are four or more combined violations in any 12 month period within the last three (3) years.
- Unpaid balance from prior landlord over \$1,000. (Under \$1,000 balance is OK if on payment agreement is already in place) within the last seven (7) years.

If you feel you qualify as a resident based on the criteria stated above and you were denied tenancy, please write to our:

Equal Opportunity Housing Coordinator  
 Income Property Management Company, Inc.  
 721 SW Oak Street Suite #100  
 Portland, OR 97205-2822

Applicant Screening Charge:   \$40.00   / per person  
 Approximate Number of Units Available: \_\_\_\_\_  
 Approximate Number of Applicants Already Submitted for this unit: \_\_\_\_\_

*Rental Criteria #1 – 3/22/11*



Income Property Management Co. does not discriminate against any person on the basis of race, color, religion, sex, handicap, disability status, familial status, national origin or marital status in the admission or access to, or treatment or employment in its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, par 8 dated June 2, 1988).  
 IPM Compliance Officer / 504 Coordinator, 721 SW Oak St. Suite 100, Portland, OR 97205-3793  
 Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY/CCO 800-735-2900