

Application Screening & Rental Policies

DCP&I is committed to providing housing in accordance with all federal, state, and local Fair Housing laws. The following policies apply to all applicants. These screening criteria are written and applied consistently to all applicants, in accordance with the Federal Fair Housing Act and Oregon Landlord-Tenant Law. DCP&I does not discriminate against any applicant or resident based on race, color, religion, sex, national origin, familial status, disability, marital status, sexual orientation, source of income, or any other protected class under applicable law.

1. COMPLETED APPLICATION

The application must be filled out completely. If there is any section that does not apply to you, please write "N/A" or "not applicable." Separate applications are required for each adult 18 years of age or older. Any false information given will result in denial of your application or termination of your tenancy. It is the responsibility of each applicant to provide all required information for processing. All required information must be submitted with your application. Applications submitted without signed policy pages will be considered incomplete and will not be processed. _____(initials)

2. RENTAL HISTORY AND/OR HOMEOWNERSHIP

We require verifiable rental history for the most recent, two consecutive years from unrelated and unbiased sources. This must include names, addresses, phone numbers, and email addresses (if applicable) for us to obtain references and verify the rental history. For applicant(s) with homeownership, we require documentation verifying either ownership or on-time mortgage payments for the last two consecutive years or the period where homeownership was applicable within the two years. Applicants must not have evictions in the last five years. We do not consider evictions that took place five years or more ago, nor do we consider evictions that resulted in dismissal or general judgement for the applicant. We also do not consider eviction judgements that were rendered during the COVID-19 Protected Period (April 1, 2020 – February 2022). Applicants must provide the information necessary to contact current and/or past landlords. _____(initials)

3. CO-SIGNERS AND INCREASED SECURITY DEPOSITS

Applicants who have one year or more of verifiable rental history or homeownership in the last two years and meets all other criteria, we may consider an increased security deposit or a co-signer. Applicants with less than one year of verifiable rental history or homeownership in the last two years, we require a cosigner. Co-signers must submit a completed application with all required documentation and is subject to the same screening and rental criteria. _____(initials)

4. TWO MONTHS PROOF OF ALL INCOME SOURCES

We require two months proof of any income sources you wish to have considered in the application process. Examples of proof of income can include bank statements, pay stubs, award letters (HUD, TANF, SNAP, etc.) or other lawful, verifiable sources sufficient to meet rent obligations. For applicants with new employment, we would accept a letter from your employer with standard income information (wage, hours, etc.) for verification. Total monthly income must be at least three times the total rent amount. _____(initials)

5. IDENTIFICATION

Social security number (if applicable) and a copy of current, government-issued photo identification is required for each applicant. Examples of photo identification include driver's license, identification card, passport, etc. Applicants who do not qualify for a social security number may provide an ITIN (Individual Taxpayer Identification Number), citizenship/consulate card, alien registration receipt card, foreign passport, refugee travel document, or alternative form of photo documentation to verify individual identity. _____(initials)

6. CRIMINAL HISTORY / PUBLIC RECORD CHECK

We conduct public records and criminal background checks on all applicants. An application may be denied if an applicant has received a conviction, no contest plea, or guilty plea within the last five years for the distribution or manufacturing of controlled substances or from any criminal conduct that poses a risk to the health, safety, or right to peaceful enjoyment of the premises of the residents, staff, or property, after an individualized assessment taking into account any information provided by the applicant regarding rehabilitation, mitigating circumstances, or other relevant factors, in accordance with HUD guidance. We evaluate criminal history on a case-by-case basis, considering the length of time since the offense(s), its severity, and the rehabilitative measures taken since. Arrests that did not result in conviction, expunged records, and juvenile records will not be used as the sole basis for denial. _____(initials)

7. CREDIT HISTORY

We do not consider credit scores and do not have a credit score requirement. However, we do take payment history into consideration, such as chronic late payments, money judgements, unpaid debts, etc. _____ **(initials)**

8. RENTERS INSURANCE

Renters insurance is not required, but highly recommended. If applicant(s) are approved and opt to obtain a renters insurance policy, we ask that a copy of the policy be provided to management. _____ **(initials)**

9. PET(S)

Pets may be considered at some of our properties. We ask that a photo, proof of vaccinations, and information on your pet(s) be provided with your application for consideration. If approved, we require a \$250 pet deposit, signed Pet Agreement, and proof of vaccinations before bringing the pet(s) to the rented unit/space. Bringing an unauthorized pet into the rented unit/space is a violation of the rental agreement and is subject to an Unauthorized Pet Fee of \$250 OR applicable notice.

_____ **(initials)**

10. SERVICE / ASSISTANCE ANIMAL(S)

Service and/or assistance animal(s) will be processed in accordance with federal and state Fair Housing laws.

_____ **(initials)**

11. UNIT OCCUPANCY STANDARD

DGP&I has adopted a maximum occupancy standard of two persons per bedroom +1, in accordance with ORS 90.262 and the Fair Housing Council of Oregon. _____ **(initials)**

12. OTHER SOURCES / BEHAVIOR

Maintaining the peaceful enjoyment of our properties and ensuring the safety of our tenants, staff, properties, and guests are of vital importance. Information we may uncover that leads us to believe applicant(s) may be a threat to tenants, neighbors, staff, and/or the property, will be denied. Threatening, abusive, or harassing behavior toward staff, tenant(s), or others during the screening process may result in a denial of your application. _____ **(initials)**

13. SCREENING TIME / PROCESS

All applications are screened in the order that they are received, and we rent to the first qualified applicant. It is up to each applicant to provide DGP&I with all information required for us to properly screen your application. We reserve four business days for processing. If we encounter delay(s) in any portion of the screening process (ex: background check results, rental references, etc.) we may take additional business days to complete. If after a good faith effort, we have been unable to verify any of the information on your application, your application will be denied. _____ **(initials)**

14. APPROVAL / DENIAL

We cannot hold a unit/space without payment. If your application is denied, a denial letter will be sent to you via mail providing the reason(s). If your application is approved, you will be contacted within one business day and you will have 24 hours from the date of approval to secure the unit/space by either: a) signing a rental agreement and paying any/all move-in costs; or b) paying the required security deposit(s) and signing a Deposit To Hold form to hold the unit/space until it is available for move-in. Deposit To Hold will hold the unit for applicant(s) up to seven days from the date of approval or the availability of the unit/space. If applicant(s) fail(s) to secure the unit/space within 24 hours of approval, we reserve the right to continue advertising the unit/space and receiving additional applications for consideration and your application may be denied. Per ORS 90.297, if you fail to execute a rental agreement for any reason, you forfeit any deposit to hold.

_____ **(initials)**

By signing and dating below, I am agreeing that I have read, acknowledged, and agreed to all above Application Screening/Rental Policies.

Signature: _____ **Print:** _____ **Date:** _____

BANK INFORMATION

1) Bank: _____ Branch: _____ Checking Account #: _____
2) Bank: _____ Branch: _____ Savings Account #: _____
3) Bank: _____ Branch: _____ Type/Account #: _____

EMPLOYMENT/INCOME

1) Current Employer: _____ How Long? _____
Supervisor: _____ Telephone: () ____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time
2) Previous Employer: _____ How Long? _____
Supervisor: _____ Telephone: () ____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time
Other Income (per month): \$ _____ Source: _____ Telephone: () ____ - _____
Other Income (per month): \$ _____ Source: _____ Telephone: () ____ - _____

REFERENCES

1) Relative: _____ Telephone: () ____ - _____
2) Emergency Contact: _____ Telephone: () ____ - _____
3) Personal Reference: _____ Telephone: () ____ - _____

PERSONAL PROPERTY

1) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
2) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
3) Other: Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Trampoline? Yes No Water-filled furniture? Yes No Fish Tank or Aquarium? Yes No

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT SCREENING CHARGE DISCLOSURES

- 1) Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:
 - a) Credit history including credit report;
 - b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;
 - c) Current obligations and credit ratings; and/or
 - d) Criminal records or other information verification.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$ 0 none of which is refundable unless the Owner/Agent does not screen the applicant. This application is valid for up to 60 days from date of receipt by Owner/Agent.
- 3) Any charges imposed upon Owner/Agent by a Homeowner's or Condominium Association for anyone who moves into or out of a unit within the association, may be passed through to the Tenant(s) for payment as allowed by law. Current fee is \$ 0
- 4) If the mail receptacle associated with the dwelling unit is a locking type, Tenant(s) are solely responsible for the fees charged by the Postmaster for the re-keying of the box should a key not be provided by the Owner/Agent, or if the mail box has not been re-keyed between tenancies.

Incomplete applications will not be accepted. Inability to verify information may result in denial of application. Presentation of false information may result in denial of application or termination of tenancy if discovered within one year of submission of application.

I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an applicant screening charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Screening Guidelines. I understand that I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency.

No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.

Applicant

Date

