

***For a **COMPLETE** application we require from each person 18 years of age or older:

- A completed, signed application form
- Income verification (pay stubs, etc.)
- A copy of a government issued ID
- Our application fee of \$45

*If you have a pet that will be living in the home, we will also need a picture of your pet.



Performance
Properties, Inc.
Professional Property Management

P.O. Box 574, West Linn OR 97068
503-635-0099 / FAX 503-635-0964

Performance Properties Inc does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Our Application Process

We are working with neighbors and other landlords in the area to maintain the quality of the neighborhood. We want to ensure that people do not use the rental unit for illegal activity. To that end, we have a thorough screening process.

There is a non-refundable application fee of \$45 per person including co-signers. Applications must be completed in full by all residents 18 years of age or over. Multiple applications for a specific property will be processed on a date and time basis. The first completed application received will be processed and if approved, all secondary applications will be returned along with the unprocessed screening fee. If multiple applicants will be residing at the property, all applications and fees must be received together and complete in order to be considered.

Upon approval of your applications(s) we will require within **ONE** business day a non-refundable reservation fee to be paid in the form of either a cashiers check or money order equal to or greater than ½ of one months rent in order to hold the property for no more than 2 weeks from date of approval.

Please review our list of criteria. Applicant must be able to enter a legal and binding contract. Incomplete, inaccurate or falsified information will be grounds for denial. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied. In order to qualify as a co-signer, you must fully meet all areas of the criteria. If you have any questions or concerns, feel free to ask.

Applicant Screening Criteria

- **Rental History:** It is your responsibility to provide us with information necessary to allow us to contact your current and previous landlord. We reserve the right to deny your application if after making a good faith effort, we are unable to verify your rental history. One year of verifiable rental or mortgage history is required within the last 2 years. An eviction within the last 7 years will result in denial of the application. Rental history demonstrating residency, but not third party rental history will require a higher security deposit or an approved co-signer. Rental history reflecting past due rent or an outstanding balance will result in denial of application. If a landlord gives a negative reference or refuses to give a reference the application will be denied. Three or more 72hr notices within 1 year period will result in denial of application. Three or more NSF checks within a period of one year will result in a denial of application. Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent.
- **Sufficient income/resources:** All applicants must have a gross income equaling or exceeding three times the monthly rent. Income must be verifiable through employer contact, paystubs, or tax records. Please note most employers no longer verify income so please provide a copy of your current paystub along with application. Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return, 3 months worth of bank statements or a statement from an accountant. Self-employed applicants will be verified through the state. A record business name or corporate filing will be sufficient to meet verification of employment. If we are unable to verify income/resources, we will require a qualified co-signer.

- **Credit Check:** Any past due accounts, unpaid collection or unsatisfied judgments against you for financial delinquency may require either a qualified co-signer or increased security deposit. A discharged bankruptcy followed by past due debt may require an approved co-signer or increased security deposit. Ten or more non-medical collections may result in denial of application. A negative item is any non-medical item 60 or more days past due including but not limited to collections, liens, judgments, or garnishments. A property debt collection reporting will result in denial of application.
- **You will be denied rental if you misrepresent any information on your application.** If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- **Criminal Conviction Criteria:** Upon receipt of the rental applications and screening fee, Owner/Agent 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 crime.
 - a) A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child crimes, extensive property damage or drug related offences (sale, manufacture, delivery, possession with intent to sell) Class A burglary or class A/felony robbery; or
 - b) A conviction, guilty plea or no-contest plea, where disposition, release or parole have occurred within the last seven years for: any other felony charges; or
 - c) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, (sale, manufacture, delivery, possession with intent to sell) property damage or weapons charges; or
 - d) A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last three years for any B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution

All the above shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

- **DENIAL POLICY**

If your application is denied and you feel you qualify as a resident under the criteria stated above, you should write to our: Equal Housing Opportunity Manager. PO Box 574 West Linn, OR 97068. Explain the reasons you believe your application should be reevaluated and request a review. Your application will be reviewed within seven working days from the date the letter is received and you will be notified of the outcome. If your application was denied due to negative or adverse credit please contact the credit reporting agency listed on the denial letter in order to identify who is reporting unfavorable information and request a correction if the information being reported is incorrect.

DISABLED ACCESSIBILITY STATEMENT

Performance Property Inc. allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the premodified condition. We required:

- The applicant to seek the landlord's written approval before making modifications.
- Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
- Reasonable details regarding the extent of the work to be done.
- Names of the qualified contractors that will be used.
- Appropriate building permits and the required licenses must be available for inspection by the landlord.
- A deposit for the restoration may be required.