



## Before you begin

### PLEASE NOTE THE GUIDELINES BELOW:

- Applications will be offered to anyone who requests an application.
- Applications will be processed in the order they are received. MVPM processes only one application at a time.

Complete the entire application and pay the \$45 application fee. Each adult 18-years of age and older is required to submit a SEPARATE application and application fee. All persons in your household need to apply together and submit complete applications in order for the applications to be considered and processed.

Applications will *not* be processed without PICTURE ID AND INCOME VERIFICATION ATTACHED (see below). Incomplete applications will *not* be processed.

APPLICATION FEES are due at the time of application and are non-refundable *once the application has been processed*. If we *do not process your application*, then we will refund your application fee.

*Provisions set under Senate Bill 282 currently apply.*

### GENERAL GUIDELINES

To complete the rental application, you will be required to provide:

- A copy of a valid form of GOVERNMENT ISSUED PHOTO IDENTIFICATION that allows MVPM to adequately screen for criminal and/or credit history will be required.
- VERIFICATION OF INCOME REQUIRED (3 months of verifiable income that is expected to continue during your tenancy).
- THREE (3) years of verifiable contractual RENTAL HISTORY from a current unrelated, third-party landlord, or home ownership, is required. Less than 24 months verifiable rental history may require an additional security deposit. Prior property owners may list "self" as landlord if appropriate.

An application will be considered incomplete without a valid form of ID that allows us to adequately screen for criminal or credit history.

Applications are processed as quickly as possible. Every effort is made to attain the necessary information as efficiently as possible. Delays occur due to the inability to contact past landlords, employers or verify income. Your application may be denied if we are unable to verify this information.

**Mountain View Property Management will perform a credit, background, and criminal check. We will contact your past landlords for a reference, and we will verify income and employment.**

## **RENTAL HISTORY CRITERIA**

1. THREE (3) years of verifiable contractual RENTAL HISTORY from a current unrelated, third-party landlord, or home ownership, is required. Less than 24 months verifiable rental history may require an additional security deposit. Prior property owners may list "self" as landlord if appropriate.
2. Three or more notices for nonpayment of rent within one year may result in denial of the application.
3. Three or more dishonored checks within one year may result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord may result in denial of the application.
5. Rental history including evictions, complaints, disturbances, violations or any other material non-compliance with the rental agreement or rules may result in denial.

## **INCOME CRITERIA**

All properties require that applicants combined gross income is at least 2.5 times the monthly rental amount.

At least three (3) months of verifiable employment that is expected to continue during your tenancy will be required if used as a source of income. Less than 12 months verifiable employment may require an additional security deposit. Offer letters are required for new employment.

Applicants using self-employment or retirement income will be required to submit records to verify their current income or funds they intend to use to pay rent. This documentation may include items such as past year's tax returns, bank records or deposits etc. Financial institutions and applicant name must be clearly indicated. Account numbers maybe redacted.

## **CREDIT CRITERIA**

CREDIT MUST BE IN GOOD STANDING. Consumer credit reports will be run for each applicant. Negative reports may be grounds for denial or additional security deposit in some cases. *Please be sure that credit and social security numbers are "unlocked"*. Credit reports found to be locked at the time of the initial screening will require the application to be re-submitted requiring an additional fee.

False, unclear, inaccurate, or misleading information will result in a delay in the processing time and may lead to a denial of your application.

## **BACKGROUND AND CRIMINAL CONVICTION CRITERIA**

Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): 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 landlords agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records. (dismissed)

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public

records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- 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 offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, 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, criminal mischief, 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, or for which applicant is currently registered as a sex offender, will result in denial. Criminal

Conviction Review Process. Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (1) Applicant has submitted supporting documentation prior to the public records search; or
- (2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation in a prompt timeline. Supporting documentation may include:

- i. Letter from parole or probation office;
- ii. Letter from caseworker, therapist, counselor, etc.
- iii. Certifications of treatments/rehab programs;
- iv. Letter from employer, teacher, etc.
- v. Certification of trainings completed;
- vi. Proof of employment; and
- vii. Statement of the applicant.

Owner/Agent will:

- a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.

- b) Notify applicant of the results of Owner/Agent’s review within a reasonable time after receipt of all required information.
- c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant’s written request (if made after denial) the unit was committed to another applicant.

**SECURITY DEPOSIT, PETS AND MOVE-IN COSTS**

Our base SECURITY DEPOSIT is typically 1.5 times the amount of the rent, however, this deposit varies on a variety of different factors.

If the property allows PETS, an additional amount may be applied to your deposit, and this can vary per property. A breed verification record from a veterinarian may be required for pets in question at time of lease agreement signing. Breeds deemed to be dangerous by the insurance industry are not allowed at Mountain View PM managed properties.

Marijuana growth is NOT allowed at any MVPM managed home without owner authorization. Any unauthorized growth at the property is grounds for immediate termination of tenancy.

Once approved, a portion of the security deposit for the rental is due promptly in order to hold the property. Failure to pay the deposit to hold within 24 hours time will result in the property being offered to the next application in line. The deposit to hold is non-refundable 24-hours after viewing the property.

Move-in dates listed on our website are generally firm. If you are unable or unwilling to take possession on the stated date, please contact the office prior to having us process your application.

Rents are prorated for the month of move-in. If your move-in date is after the 20th of the current month, prorated rent for the current month PLUS the next month’s rent is due at the move-in date.

Residents MUST provide PROOF OF RENTER’S INSURANCE and provide ACTIVE UTILITY ACCOUNT NUMBERS for the rental prior to receiving keys.

Lease signing is done electronically whenever possible, or by in-office appointment if needed.

FEES AND FINES	MOVE IN COSTS
<b>Application fee: \$45.00</b> Late Rent Fee \$75 NSF/Returned Check \$25 Smoking Fine \$50 Smoke Alarm Tampering Fine \$250	First month’s rent (May be prorated)  Base Security Deposit = 1.5x the rent + Pet deposit (\$200-\$500)  Early Termination Fee = 1.5 x rent