

Bowen Property Management Company
APPLICANT SCREENING CRITERIA AND SELECTION PROCESS
TC/BOND

Bowen Property Management Company will not discriminate against any person in the rental of an apartment because of race, color, religion, national origin, sex, age, familial status, sexual orientation, or mental or physical disability.

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom plus one additional person.

II. APPLICATION PROCESS

1. Management will complete a Pre-Qualifying interview with all applicants to determine income eligibility.
2. Applicant shall complete the designated rental application and pay the stipulated non-refundable screening fee of \$ _____ **PER APPLICANT.**
3. It may take several business days for the application to be approved.
4. If the application is approved and you accept the available apartment, within 24 hours you will be required to:
 - a. sign a rental agreement in which you will agree to abide by all the rules and regulations.
 - b. pay your security deposit and/or first month's rent.
5. Unfavorable information for any individual applicant may result in denial of all applicants.
6. The demeanor or behavior of rental applicants during the application process will be considered and evaluated. The application process requires the presence of all occupants for the application interview.

III. GENERAL REQUIREMENTS

1. Applicants must be at least 18 years of age or legally recognized as contractually responsible.
Additional age restrictions will apply at those properties designated as "senior" properties.
2. Valid drivers license or state identification card and signed Social Security card, current Visa or immigration documents will be required. Photocopies will be retained by the property.

IV. INCOME REQUIREMENTS

All household income and assets must be documented and verified by management. Authorizations will be mailed or faxed, by management, to the proper institution/agency or employer. These forms must be returned by mail or fax and cannot be hand carried. Stability of the source and the amount of income during the past five years may be considered.

1. Monthly household income should be at least _____ times the stated monthly rent and cannot exceed the applicable maximum income limit for the apartment for which you are applying. The income limits are a percentage of the area median income, published annually by HUD, and adjusted for household size.
2. Some form of verifiable income will be required for unemployed applicants applying as the Head of Household. Unemployed applicants who are projecting potential income must provide a copy of the previous year's tax return.
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns and/or records from an accountant or bookkeeper.
4. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient.
5. If monthly household income does not meet the stated minimum requirements, an additional security deposit in an amount equal to one full month's rent may be required.
6. You will be denied if your source of income cannot be verified.
7. Please note that, pursuant to the regulations governing the Housing Tax Credit program, for purposes of determining eligibility total household income is a projection of income expected to be received in the ensuing 12 months following the date of certification.
8. You will be denied if your income cannot be verified.
9. Special rules apply to verification of assets for projects financed with HOME funds, tax credits and/or bonds.

V. STUDENTS

1. Households which are comprised entirely of full-time students are generally not eligible for housing in a Section 42 - Tax Credit unit unless they meet one of the exceptions listed:

- a. At least one member of the household has filed a joint tax return with someone living in the household.
- b. At least one member of the household is receiving benefits under Title IV of the Social Security Act.
- c. At least one member of the household is enrolled in a federal, state or local job training program.
- c. Household is comprised of single parent with children, all of whom are not dependents of a third party.

The IRS defines the term "student" as an individual who during each of five calendar months during the calendar year is a full-time student at an "educational institution". Treasury regulations provide that a full-time student is one who is enrolled for some part of five calendar months for the number of hours or courses which is considered to be full-time attendance. If you are now or have been a student for any part of five months in the current calendar year (the months need not be consecutive) you are considered a full-time student under the LIHTC program.

NOTE: If, after taking occupancy, the household becomes comprised entirely of full-time students and does not meet any of the exceptions listed, that household will no longer qualify and will be required to vacate the premises.

VI. RENTAL REQUIREMENTS

Applicant shall provide information necessary to verify current and previous rental history.

1. At a minimum, one year of verifiable rental history from a third party landlord is required.
2. Three years of eviction free rental history will be required.
3. Home ownership is verified through the county tax assessor.
4. Rental history reflecting past due rent or an outstanding balance may result in denial. An additional security deposit equal to one full month rent may be required when past due rent has been paid and no additional negative information has been documented.

VII. CREDIT REQUIREMENTS

Credit worthiness will be determined from a credit report which should reflect prudent payment history.

- 1. Outstanding bad debt exceeding \$1,000 reported from a Credit Bureau (i.e., Slow Pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs) will require an additional security deposit equal to one full month rent.
- 2. Eleven or more collections being reported from a credit bureau may result in denial.
- 3. Closed bankruptcies with subsequent negative information may result in denial.
- 4. Open bankruptcies will result in denial.

VIII. CRIMINAL CONVICTION CRITERIA

- 1. Upon receipt of the rental application and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of any crime.
- 2. Management expressly reserves the right to reject any application on the basis of a conviction by a court of competent jurisdiction of the illegal manufacture, distribution, possession, or current use of a controlled substance as defined under applicable federal or state law.
- 3. Management also reserves the right to reject any application on the basis that an applicant has a prior record of criminal conviction(s) that involve a threat to health or safety of other individuals.
- 4. Management reserves the right to reject any application on the basis that an applicant poses a clear and present threat of substantial harm to others or the dwelling or property, itself.
- 5. Management reserves the right to place a hold on any application from an applicant who has charges pending until final disposition of the case.

IX. REJECTION POLICY

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit-reporting agency. If your application is rejected due to unfavorable information received during the screening process, you may:

- 1. Contact the screening company that supplied the information to discuss your application.
- 2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
- 3. Correct any incorrect information through the credit-reporting agent as per their policy.
- 4. Request the credit-reporting agency to submit a corrected credit check to appropriate screening company.
- 5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

Be advised:

- 1. Incomplete, inaccurate or falsified information will be grounds for denial or the termination of the rental agreement upon discovery.

If your application is denied and you feel that you qualify as a resident under the criteria set out above, you should Write to:

**Equal Housing Opportunity Manager
Bowen Property Management Company
1800 SW First Avenue, Suite 180
Portland, OR. 97201**

In the letter, explain the reasons you believe your application should be approved and request a review of your application file. Within ten (10) working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.

I hereby acknowledge receipt of this disclosure:

Applicant: _____ Date _____ Phone Number _____

Applicant: _____ Date _____ Phone Number _____

Applicant: _____ Date _____ Phone Number _____

Owner/Agent: _____ Date _____

Bowen Property Management Company reserves the right to amend criteria according to new policy and law.

