



Applicant Screening Guidelines, Processes, & Fee Disclosure

We use the guidelines listed below to screen applicants for tenancy. We offer forms to everyone who inquires about a rental. The information on your application will be verified objectively to assist us in selecting an applicant. We generally rent to the first person who gives us a completed application, which is legible, without blanks, verifiable, and meets these guidelines. If after a good faith effort, if we are unable to verify something on your application, we will go on to the next.



1. We will not review incomplete applications. Each applicant, aged 18 years or older, must complete an individual application. Do not leave blank lines. Put "N/A" if not applicable. Feel free to add additional information if you do not feel the application tells the whole story. There is a \$30 non-refundable application fee due with each application.
2. We require 1 piece of government-issued photo ID for each applicant and co-signer.
3. All applications must be signed in order to be considered.
4. We require three years of positive home ownership or rental history that is not from a friend or relative. We reserve the right to contact all current or prior landlords for a rental reference.
5. We require a monthly gross income of at least 3 times what your monthly rent will be. Verifiable income may mean, but is not limited to: employment paycheck stubs, alimony/child support, Social Security, unemployment, housing assistance, or your most recent tax returns. If you have shared a household for a year or more, you may combine income to meet this requirement. Section 8 tenants must submit their housing choice calculation voucher worksheet and request for tenancy approval form.
6. We may check your credit. Negative reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgments, foreclosures, and bankruptcy.
7. We will check to see if you have been evicted. Prior evictions within the past 5 years may be cause for denial.
8. We check criminal and public records. Convictions related to people, property, fraud, or drugs may result in denial of your application. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or convicted of a felony related to people or property may be denied tenancy.
9. The application must clearly state who will be residing in the unit. Our general rule is no more than two people per bedroom.
10. We will not rent to you if we uncover information that leads us to believe that your tenancy would constitute a direct threat to the health and safety of other individuals in the complex or neighborhood.
11. If you lie on your application, by either omission or commission, your application may be rejected. If we discover the lie after we have rented to you, we may terminate your tenancy.
12. If your demeanor during the application process is overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who won't get along with us or neighbors, we may reject your application.
13. We attempt to provide reasonable accommodations in rules, policies, practices, and services when such accommodation may be necessary to enable a disabled person an equal opportunity to use and enjoy our property. If you feel that you need such accommodation because of a physical or mental disability, you need to ask for it.
14. If an applicant is unable to meet one or more of our screening requirements, an additional deposit or a co-signer may be required. A co-signer must complete a co-signer agreement and have verifiable monthly income of at least four times the amount of the monthly rent. A co-signer agreement is binding for the entire term of the tenancy and shall only terminate when the tenancy terminates.
15. Pets may be allowed at some properties but must be pre-approved. We do not allow chows, American Staffordshire Terriers, Pit Bulls, Rottweilers, Doberman Pinschers, German Shepherd, Wolf Hybrids, Presa Canarios, or any mixes thereof as pets, and we do not allow pets less than one year of age. We charge a \$300.00 additional security deposit per pet. We also charge \$20.00 per month increased rent.
16. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises.
17. Once approved and offered the property, applicants must bring in the security deposit in the form of a cashier's check or money order in order to secure the property. Under no circumstances will a rental property be taken off the market or held without the deposit being paid and an agreement to hold the property signed.



Fees & Disclosures to be aware of before you take possession:

- Repairs necessitated by tenant negligence or abuse shall be billed to tenant at the rate of not less than \$50.00 per hour plus any other expenses incurred. Failure to pay within 30 days shall be grounds for eviction.
- Unauthorized pets are grounds for immediate eviction and/or fees. "Visiting" pets are considered unauthorized pets. A fee not to exceed \$250 will be assessed for keeping on the premises an unauthorized pet capable of causing damage that is not removed within 48 hour of written warning notice. A repeated \$250 fee will be assessed for every 48 hour period afterward during which the pet remains on the property.
- Late fee: Rent not received by 11:59 pm on the 5th of the month in which it is due will result in a \$100.00 late fee.
- Returned Check Fee: There will be a returned check fee of \$25.00 charged for each returned check in addition to the actual bank charges/penalties incurred by owner/agent. Should this cause funds to be collected later than 11:59 pm on the 5th day of the month in which they are due, there will also be a \$100.00 late fee assessed.
- Owner/Agent certifies that the rental unit is equipped with smoke alarm(s) and carbon monoxide detector(s) as required by ORS 90.479. Owner/Agent that the smoke alarm(s) and carbon monoxide detector(s) are in good working order at this time. Tenant(s) are responsible for testing the smoke alarm(s) and carbon dioxide detector(s) no less than once every six months and must notify manager immediately in writing of any operating deficiencies. Any smoke alarm or carbon monoxide detector that is tampered with, disabled or not maintained by tenant(s) in good working order is subject to a \$250.00 fee per occurrence.
- Early termination of a fixed term lease shall be charged a one and one-half the monthly rent or actual damages to be determined by Full House Property Management at their discretion at the time of accounting.
- Any monies owed by tenant(s) may be consigned to a collection agency, small claims court, or circuit court. Tenant(s) expressly authorizes Full House Property Management, its agents, and/or the property owner the right to collect any and all costs, fees, expenses, charges and incurred interest associated with the attempt to collect and/or the collection of any debts or monies owed under this contract. Tenant(s)' financial obligation under this contract expressly includes the actual debt, and all other costs, fees, expenses and charges (including financial expenses related to the collection activity of a Collection Agency), specifically including those in excess of the actual debt. Interest on said debt to be charged at a rate of ten percent compounded monthly.
- A fee of \$50 per occurrence or \$50 plus 5% of the current rent for subsequent of similar violations will be assessed for the following:
 - Late payment of utility or service charges
 - Failure to clean up pet or service/companion/aid animal waste
 - Failure to cleanup garbage, debris, or rubbish
 - Parking violation and/or improper use of a vehicle on the premises
 - Smoking/vaping in a designated non-smoking unit or area of the premises
- Carpet Cleaning: Owner/Agent had the carpets, if any, cleaned or shampooed using specialized equipment immediately before the tenancy. The landlord may deduct the cost of carpet cleaning from the security deposit regardless of whether the tenant cleans the carpet before delivery of possession of the premises.
- The rental for which you are applying may have been built prior to 1978, and therefore it may contain lead based paint. If the rental unit you are applying for was build prior to 1978 you will be given a Lead-Based Paint disclosure along with the EPA pamphlet "Protect your Family From Lead in Your Home". Let us know if you have any questions about Lead-Based paint.
- Unless otherwise noted in writing Tenant(s) are responsible for maintaining the landscaping in the manner in which it was received. If the yard is not maintained in a manner that is acceptable to Full House Property Management a professional landscaper will be hired and the cost billed to the Tenant(s).
- Any charges imposed on Landlord/Owner/Agent by a Homeowner's Association or Condominium Association for any Tenant(s) who move in our out of a rental within the association may be passed through to the Tenant(s).
- Renter's Insurance is required for all rental properties rented from Full House Property Management. This requirement is waived if total household income of Tenant(s) is less than 50% of the area median income or if construction of the unit is subsidized with public funds.
- Smoking / Vaping is prohibited everywhere on the property unless otherwise noted in writing.