

CIRCUM PACIFIC PROPERTIES, LLC
SCREENING CRITERIA

GENERAL STATEMENTS

Applications are processed on a first-come, first-serve basis and are screened prior to approval. To ensure a quick turnaround, please fill out the application completely and upload all required documents. Applications are not considered complete until all parties that will be on the lease have completed the on-line application entirely and paid the \$45 application fee online during the application process. Applicants must be 18* or older. Each applicant is required to qualify individually or as per specific criteria areas. Valid, current, government issued photo identification and a social security number must be provided. In lieu of a social security number, a valid and current passport or birth certificate and government issue ID may be provided to verify identification with an additional deposit requirement as outlined below.

Inaccurate, incomplete or falsified information will be grounds for denial of the application.

Once your application is approved, you will have 24 hours to claim the apartment. If we are unable to reach you, we will process the next submitted application, and you will have no right or claim to the apartment. If the application is denied, we will notify you and mail you an adverse action letter. *Applicants must be at least 18 years of age, or under the age of 18 and married, emancipated or under the age of 18 and (a and/or B): a) pregnant and expecting the birth of a child who will live in the primary applicant's physical custody; b) the parent of a child or children living in the physical custody of the person.

Once approved, you have 24 hours to pay a minimum \$500 execution deposit (amount may be higher depending on the security deposit required) to secure the apartment until the agreed upon move-in date. Additionally, if you are renting the apartment "sight unseen", you will also be required to sign and submit the sight unseen waiver within 24 hours of approval. Units will not be held for more than 7 calendar days without office approval. If you fail to pay the execution deposit within 24 hours (and the sight unseen waiver if applicable), the unit applied for will be released to the next approved applicant.

Keys to the apartment will not be released until all rent and deposits have been paid, all contracts have been completed and all applicable utilities have been transferred into the resident's name. The execution deposit will be applied to your total move-in costs. The first month's rent is always due in full and we pro-rate the second months rent. If you fail to complete all of these requirements within the stated time frames, then you will have no right or claim to the apartment as stated in your agreement to execute rental agreement. The landlord will retain all sums collected and the unit will be offered to another applicant.

Please note that all buildings are non-smoking.

RENTAL HISTORY CRITERIA

Twelve months of verifiable contractual rental history from a current, unrelated, third party landlord, or home ownership, is required. Less than twelve month's verifiable rental history will require a security deposit equal to one month's rent.

Any eviction judgment in favor of the landlord reported as occurring in the last five years will result in denial of the application. Any eviction reported as occurring more than five years prior to the application date will require a security deposit equal to one months rent.

Any negative rental history will result in denial of the application.

INCOME CRITERIA

Monthly income must be equal to three times stated rent*, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay a security deposit equal to one month's rent. Income below two times the stated rent will result in denial. Income may be combined between two or more applicants for the same apartment.

*If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.

Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require a security deposit equal to one month's rent. Income from employment must be verified at time of application, through items such as the following: current paycheck stubs, offer letter, statement of support, tax returns or bank statements. Self-employed applicants must show proof of income through items such as the following: the previous year's tax return or 1099 forms, bank deposit statements, or income statements from a payment processor.

Income sources may include employment income, non-employment income and savings. If you are receiving non-employment income, please submit a "statement of support" from the party that will be providing this income. If applicant is using savings accounts as their income, savings accounts must contain funds greater or equal to thirty-six months of rent. Savings accounts containing funds between twenty-four months and thirty-six months of rent would require a security deposit equal to one month's rent. Savings of less than twenty-four months of rent will result in denial.

Proof of income must be submitted with the application. If we are unable to verify the applicant's declared income, the application will be denied.

CREDIT CRITERIA

A credit report will be obtained. A credit score of less than 650 will result in a security deposit equal to one month's rent. We will allow up to six unpaid collections and/or charged off accounts (not related to medical expenses or student loans). Seven or more unpaid collections

and/or charged off accounts (not related to medical expenses or student loans) will result in the denial of the application. An applicant with no credit file/score will be required to pay a security deposit equal to one month's rent.

Outstanding property management debt showing on the credit report will result in denial of the application. If the debt has been paid in full or a current payment plan is in place and payments are up to date, proof of payment is required. In this case, the applicant will be required to pay a security deposit equal to one month's rent.

Any discharged bankruptcies within the last twenty-four months will require a security deposit equal to one month's rent. Any open bankruptcies will result in the denial of the application.

If the applicant does not provide a social security number for credit verification but does supply a valid and current passport or a birth certificate and government issue ID, and passes all other requirements, a security deposit equal to one month's rent will be required.

OCCUPANCY POLICY

Occupancy is based on the number of bedrooms in a unit. Two persons are allowed per bedroom, plus one additional occupant per unit. A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet, and is configured so as to take the need for a fire exit into account.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, 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 landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

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 the 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 crimes; person crimes; 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 had occurred in the last 7 years.
- c) Misdemeanors involving: drug-related crimes; person crimes; sex offense; domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes where the date of disposition had 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 had occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the applicant, or other proposed occupants, 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. 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 LEVELS

All approved applicants are required to pay a security deposit prior to move-in. The minimum security deposit for all units is \$500 and the maximum is equal to one month's rent. Deposit level is calculated based on the applicant's fulfillment of the screening criteria as outlined above.

PETS

Pets (dogs and cats) may be allowed and at the discretion of management. If pets are allowed, pre-approval must be obtained and a photo of the pet submitted. Breed and weight restrictions apply. An additional refundable security deposit will be required. No aggressive breeds including but not limited to akita, chow chow, pit bull, american staffordshire terrier, staffordshire bull terriers, pressa canarios (spanish pit bulls), rottweiler, doberman pinscher, german shepherds, huskies, alaskan malamutes, great danes, mastiffs, wolf hybrid or any mix thereof will not be permitted. If pets are accepted, the refundable security pet deposit is \$250 for the first animal and \$125 for a second animal with a limit of two pets per unit. All other animals are prohibited, including, but not limited to snakes, spiders, ferrets, and iguanas.

DISABLED ACCESSIBILITY

Circum Pacific Properties 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 pre-modified condition. We require: 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 qualified contractors that will be used, appropriate building permits and the required licenses must be made available for

inspection by landlord, a deposit for restoration may be required. This deposit is to be placed in an interest-bearing account and will be used for necessary restoration cost, not including normal wear and tear and non-required restoration (see fair housing guidelines).

RENT, DEPOSITS AND FEES

\$45 non-refundable application fee per adult. First month's rent (Note: First month's rent is the full rent amount. The second month's rent is pro-rated as needed). Security Deposit (\$500 to equal to one month's rent). Pet Security Deposit (\$250 for first animal, \$125 per additional animal. Limit of 2 per unit). Late rent fee: \$100 when paid after the 5th of the month. NSF Fee: \$35 plus any amount charged by the bank plus late fee if applicable. Lease break fee is 1.5X the monthly stated rent. Smoke detector tampering fee: \$250. Smoking Violation fee: \$250. Non-Compliance fees may be charged for: late payment of a utility or service charge that the tenant owes the landlord, failure to clean up pet waste, failure to clean up waste from service animal, failure to clean up garbage, improper use of vehicles, unauthorized pet, and parking violations. The first non-compliance notice is a warning only with no fee applied. The second notice may include a fee up to \$50, and it must be within one year after the previous warning notice for a same or similar infraction of the rental agreement. The third and subsequent notice may include a fee up to \$50 plus 5% of the monthly rent.

UTILITIES AND PHONE NUMBERS

Residents must call to have the utilities established in their name before move-in.

NW Natural Gas: 503.226.4210

PGE: 503.228.6322

Pacific Power and Light: 888.221.7070

Century Link: 800.475.7526

Comcast cable: 888.824.8264

Parking permits: 503.823.5185

APARTMENT CONDITION AND MOVING

All units are thoroughly cleaned, painted or touched up, and in good repair prior to move-in. Any deficiencies or repair items should be reported in writing on a maintenance request form to the manager. Tenant alterations, including painting, are not permitted. Apartments built before 1978 may contain lead based paint. A pamphlet containing information on lead based paint will be given to you upon move-in. Asbestos was commonly used in plaster, pipe insulation and in some floor coverings. While we are unsure whether your unit contains any asbestos, you need to take extra care not to disturb any suspected surfaces.

Please check with your building manager about specific moving requirements, particularly for buildings with elevators. Elevators and front doors cannot be blocked off at any time for moving purposes, nor is it permissible to block parking. Moving should be done during daytime or early evening hours and never between 10PM and 9AM. Any damage to the building occurring during the move is your responsibility. All boxes must be broken down for recycling. It is your responsibility to properly dispose of all unwanted items. Removal of any furniture, garbage or

other items left in the apartment or on the grounds at the time you vacate will be charged directly to you.

We do business in accordance with Federal and State Fair Housing Laws.

It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, marital status, source of income, sexual orientation including gender identity, domestic violence victims, or any other class protected by state or local laws.

You have the right to receive a copy of your screening report. Please contact consumer.relations@appfolio.com to request a copy. For specific information on obtaining a report, please see www.appfolio.com/consumer

Effective 5pm on 9.12.18