

Application Criteria

Thank you for applying to live at our community. This criterion is provided to you to define the process we use to select our residents. Zenith Properties NW, LLC is an Equal Housing Opportunity provider, and seeks to process all applicants in a fair and consistent manner.

APPLICATION PROCESS

- 1) Complete the Rental Application (one for each adult). Note: Inaccurate or falsified information will be grounds for denial, or termination of the tenancy if discovered after the tenancy commences.
- 2) Pay your non-refundable screening charge of \$40.00 (The screening charge is the cost of ordering a resident screening report. Screening entails verification that individual applicants meet the requirements listed below.) Applications will not be processed until service charge received for processing. Your place in line will be secured when a completed application and screening charge is paid. Personal checks are not accepted for the screening charge.
- 3) Be prepared to wait two or three business days for the application verification process. To expedite the process please provide proof of income with your application (pay stub or tax return). More time must be allowed if the information proves difficult to verify. If additional information is needed, you must get the information to us no later than 3 business days after notification of your pending approval or your application will be cancelled and you will lose your place in line.
- 4) The required security deposit will be one of the following amounts depending on the screening results: One month's rent or two month's rent. Security Deposits are typically calculated based on the scheduled rent for the unit, before lease discounts or other specials.
- 5) If the application is approved and you decide not to rent or the application is denied you will forfeit your \$40.00 non-refundable screening charge as well as any Holding Deposit paid.
- 6) If your application is approved you will be called to arrange an appointment to sign the lease. You must make arrangements to sign the lease within 2 business days or forfeit your place in line.

GENERAL REQUIREMENTS

- 1) Positive identification plus picture identification will be required for each adult applicant. Acceptable forms of picture identification are a valid, state-issued, driver's license or identification card, or a valid passport. A photocopy of picture identification may be kept on file.
- 2) A complete and accurate Rental Application listing your current and at least one previous rental reference with phone numbers will be required. Incomplete applications will be returned to the applicant and you will lose your place in line.
- 3) Each legal applicant will be required to qualify individually.
- 4) Applicants must be eighteen years of age or older, married, emancipated, or (in Oregon) under the age of 18 and (a and/or b):
 - a. pregnant and expecting the birth of a child who will be living in the primary applicant's physical custody;
 - b. the parent of a child or children living in the physical custody of the person

INCOME REQUIREMENTS

- 1) Monthly household income should be at least 2.5 to 3 times the stated rent.
- 2) A current paycheck stub may be required or other acceptable proof of income.
- 3) Some form of verifiable income will be required for applicants. (Verifiable income may mean, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment insurance benefits, AFDC, grants/loans, retirement funds). If you are unemployed and have no other source of income, either a security deposit which equates to twice the monthly rental amount or at least six months of living expenses on hand will be required. "Living expenses" will be defined as the minimum required household income as specified in the rental criteria.
- 4) Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- 5) You will be denied if your income cannot be verified.

RENTAL REQUIREMENTS

- 1) One year of positive verifiable rental history from a third party reference who is not a family member is required.
- 2) Rental history reflecting unpaid damage and/or past due rent will be denied. Rental history, either from a prior landlord or any other source deemed reliable, reflecting a negative reference will result in denial.

CREDIT REQUIREMENTS

- 1) A credit report will be obtained.
- 2) Outstanding bad debt (i.e. slow pay, collections, discharged bankruptcies, repossessions, liens, judgment & wage garnishment programs not medically related) being reported on the credit bureau which is more than \$2000 will require an additional security deposit equal to a full month's rent.
- 3) Bankruptcy (Chapters 7 or 13) listed as pending or discharged on the credit bureau report will result in a required security deposit equal to a full month's rent. Discharged bankruptcy with subsequent outstanding bad debt (as defined in #2) exceeding \$2000 will result in denial.

CO-SIGNER REQUIREMENTS

- 1) A qualified co-signer for the rental agreement must meet all of the standard residency criteria and have income that exceeds four (4) times the rental amount for the unit. The co-signer must provide photo and other legal identification as required by management, and will have his/her signature on the application and Co-Signer Agreement notarized prior to occupancy by the applicant if unable to be available in person at the management office.
- 2) A co-signer will be required to sign a Co-Signer Agreement.

CRIMINAL CONVICTION CRITERIA

- 1) Upon receipt of the rental application and screening charge, landlord 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 ever involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A / felony burglary or class A / felony robbery; or
 - b. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last five 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 or possession) property damage, 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 class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved.

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

Be advised:

- Incomplete, inaccurate or falsified information will be grounds for denial, or termination of the tenancy if discovered after tenancy commences.
- Any applicant that is a current illegal drug user or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.

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

Equal Housing Opportunity Manager
Zenith Properties NW, LLC
PO Box 871600, Vancouver, WA 98687

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

APPLICATION CHECKLIST

I/we have read and understand the **APPLICATION CRITERIA** and meet the criteria to the best of my/our knowledge.

Signature _____ Date: _____

Signature _____ Date: _____

_____ Is the application complete? Any areas not completed will result in a delay in the processing of your application.

_____ Has everyone other than yourself that will be living in the home that is over the age of 18 completed an application? All occupants over the age of 18 **MUST** complete an application. Failure to do so will result in a delay in processing your application.

_____ Have **ALL applicants signed the application?** Any unsigned application(s) will not be processed and will result in a delay or denial.

_____ Is the processing fee of **\$40.00 for each applicant over the age of 18** included with the submitted application/s? Applications will not be processed until this fee has been received by us in the form of **cash or money order ONLY. (No Personal Checks will be accepted)** We receive applications during business hours or by depositing it in the drop slot in our door. If you are mailing your application and processing fee, do not delay. You may lose your place in line if we do not receive the processing fee immediately.

The Zenith Properties NW address for hand delivery or mailing is:

**700 N Devine Rd Suite B
Vancouver WA 98661**

_____ Be sure to attach all required paperwork such as copy of your photo ID, proof of your income, bankruptcy discharge paperwork, etc. Having this paperwork greatly expedites the processing of your application.

_____ Important: Include all contact information including phone numbers for your residences and employment. Not having these will slow the application process.

_____ If your application is approved you will be called to arrange an appointment to sign the lease. You must make arrangements to sign the lease within 2 business days or you will forfeit your place in line.

All applications are processed on a first come basis. We may not know at the time we receive your application if another application has been received prior to yours. We will do our best to let you know if any other applications are ahead of yours. Your application and fee does not guarantee approval.

Application fees will not be refunded if your application is denied, or you cancel your application for a reason other than the home being rented to another person.

APPLICATION

With Beacon Score



OWNER/AGENT TO COMPLETE

Property Address: _____
 Monthly Rent: \$ _____ Amount of Deposit: \$ _____ Amount of Fees: \$ _____
 Date: _____ / _____ / _____ Time: _____ am/pm Faxed by: _____
 Picture Identification Yes No Type: _____ Applicant #: _____

PERSONAL INFORMATION

Full Name: _____ Telephone: () _____ - _____
First Middle Last

S.S. #: _____ Birth Date: ____/____/____ Driver's License, State and #: _____
Email Address

Co-Applicant Name: _____ Telephone: () _____ - _____
First Middle Last

S.S. #: _____ Birth Date: ____/____/____ Driver's License, State and #: _____
Email Address

Current Address: _____ City: _____ State: _____ Zip: _____
 Since: _____ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
 Since: _____ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
 Since: _____ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; File Bankruptcy? Yes No
 Been convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

Applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full time Part-Time
 Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full time Part-Time
 Co-Applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full time Part-Time
 Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full time Part-Time
 Other Income (per month):\$ _____ Source _____ Telephone: () _____ - _____
 Other Income (per month):\$ _____ Source _____ Telephone: () _____ - _____

BANK REFERENCES

1) Bank: _____ Branch: _____ Checking Account #: _____
 2) Bank: _____ Branch: _____ Savings Account #: _____

PERSONAL REFERENCES

1) Next of Kin: _____ Telephone: () _____ - _____
Name Address Relationship
 2) Emergency Contact: _____ Telephone: () _____ - _____
 3) Other: _____ Telephone: () _____ - _____

PERSONAL PROPERTY

1) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
 2) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
 3) Other Vehicles/Boats: _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Piano/Organ? Yes No Water-filled furniture? Yes No Fish Tank/Aquarium? Yes No
 Do you have a pet? Yes (please fill out info below) NO

<p>PET #1 Type: _____ Size _____ Weight _____ Has pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>PET #2 Type: _____ Size _____ Weight _____ Has pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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APPLICANT'S COMMENTS & EXPLANATIONS:

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT SCREENING CHARGE DISCLOSURE(S)

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) credit history including credit standing;
 - b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
 - c) information verification;
 - d) current obligations and credit ratings; and
 - e) criminal records.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge **\$ 40.00** non of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

Applicant _____ Date _____

Co-Applicant _____ Date _____