

**NOTICE TO APPLICANTS FOR RENTAL**

**WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW AND DO NOT DISCRIMINATE AGAINST APPLICANTS DUE TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP OR FAMILIAL STATUS.**

**APPLICANT SCREENING AND SELECTION PROCESS**

All applicants for rental must complete a written rental application, provide current photo identification and shall be subject to a background investigation covering verification of income, employment, rental history, credit history and criminal background including sex offender registration.

**YOU WILL BE CHARGED A NON-REFUNDABLE APPLICATION SCREENING FEE PER APPLICANT TO COVER THE COST TO COMPLETE THE BACKGROUND INVESTIGATION.**

**PROVIDING FALSE, INCOMPLETE OR INACCURATE INFORMATION IS GROUNDS FOR DENIAL OF YOUR APPLICATION.**

The services of the following companies will be utilized by the Landlord as part of the background investigation:

**CREDIT REPORTS**

Equifax Credit Information Services  
P.O. Box 740241  
Atlanta, GA 30374  
Phone: 1 800 685-1111

**CRIMINAL BACKGROUND REPORTS**

Background Investigations  
1800 SW Blankenship RD, #250  
West Linn, OR 97068  
Phone: 503 639-6000

Information provided by the companies listed above will be used in the decision to accept or deny your application. If you dispute the accuracy of information provided you may contact them directly.

**CRITERIA FOR RESIDENCY**

**Occupancy Standards**

The maximum allowable occupants per unit is as follows:

One Bedroom	2 persons
Two Bedroom	4 persons
Three Bedroom	6 persons

**Pet Policy**

No pets allowed (pets used to assist blind, sight, hearing impaired and other approved assistance animals excepted).

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**Notice to Applicants**

**Employment**

Applicant(s) employment including lack of employment, temporary or irregular employment and length of time employed will be considered in the applicant screening process.

No employment, employment of less than three consecutive months with the same employer, temporary or irregular employment may result in denial of the application.

Verification of employment will be made by contacting the employer.

**Income**

Applicant(s) gross income must be at least 3.0 times the amount of the monthly rent. Income of less than 3.0 times the amount of monthly rent may result in denial of the application.

Income which is temporary or irregular may result in denial of the application.

Verification of income will be made by contacting employer and may, for other sources of income, require the following additional verification:

Self employment income and non-employment income such as social security income, interest income, retirement income, alimony, etc. will require written verification satisfactory to the Landlord including submission of income tax returns.

**Rental History**

Applicant(s) rental history including length of rental history, payment history, history of disturbances, delinquencies, evictions, damages, etc. will be considered in the applicant screening process.

Absence of landlord references, failure to provide verifiable references or negative references may result in denial of the application.

Verification of rental history will be made by contacting current and/or prior landlords.

**Credit History**

Applicant(s) credit history including extent of credit, payment record, recorded or unrecorded FED's, collections, judgments, bankruptcy and debt to income ratio will be considered in the applicant screening process.

No credit history, limited credit history, record of slow payments, recorded or unrecorded FED's, collections, judgments, bankruptcy and/or a high debt to income ratio may result in denial of the application.

**Criminal Background/Sex Offender Registration**

Applicant(s) criminal background including existence of a criminal record, extent of criminal record and/or registration as a sex offender will be considered in the application screening process.

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**(Criminal Background/Sex Offender Registration continued)**

Registration as a sex offender, either on or off supervision will result in denial of the application. Record of a criminal conviction may result in denial of the application.

**Screening Time Line**

The typical application screening process takes between 1 and 3 business days to complete, but may take longer in some cases. You may also be required to provide additional information during the screening process to complete the evaluation. If so, you have a period of 48 hours to provide the required information or the unit applied for will be released for rental to the general public.

**APPROVED APPLICANTS AND DENIALS**

**Non-Refundable Move-In Fee:** Approved applicant(s) are required to pay a non-refundable move-in fee within 72 hours of approval or the unit applied for will be released for rental to the general public.

**Rental Agreement & Rent:** Approved applicants must execute a rental agreement and pay a full months rent on or before their scheduled move-in date. **If not, the move-in fee will be forfeited as liquidated damages for the Landlord having removed the unit from the market and the unit applied for will be released for rental to the general public.**

**Conditionally Approved Applications:** Your application may be approved, but with conditions. Certain conditions may require you to provide additional information. If so, you have a period of 48 hours in which to provide the additional information or the unit applied for will be released for rental to the general public.

**Denied Applications:** If your application is denied, you will be provided a Denial Letter indicating the reason(s) for denial and the unit applied for will be released for rental to the general public.

**Appeal Process:** You may request the Landlord review its decision to deny your application. To do so, submit a written request for review as verbal appeals will not be accepted. Mail or fax your appeal request using the address and/or fax number listed below. Please include reasons you believe your application should be reconsidered and any supporting evidence for your position.

Write to: TOKOLA PROPERTIES  
P.O. Box 1620  
Gresham, OR 97030

Fax to: (503) 489-2260

Your letter of appeal must be postmarked or faxed within 72 hours of the date of your denial letter. Within 10 working days of receipt of your letter of appeal, your application will be reviewed by the Landlord and you will be notified in writing at your last known address of the Landlord's decision. If approved, you will be eligible to rent, but will be subject to the availability of units at that time.