

**ASSOCIATED PROPERTY MANAGEMENT, INC.**  
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Hillsboro, Oregon 97123  
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MOVE IN COSTS

Applicant Screening Charge \$50.00 per applicant  
1 month rent \_\_\_\_\_  
Security Deposit \_\_\_\_\_  
Add Sec Dep per pet \$300.00 per pet  
Also possible additional Sec Dep (see below)

**Resident Selection Criteria**

**APPLICANT SCREENING CHARGE & HOLDING DEPOSIT**

A complete application is required from **each person applying 18 years and over**. Each applicant is charged a non-refundable **\$50.00 screening charge**. A **\$300.00 holding deposit** is required to hold the property while the applications are being screened. **These funds are to be in the form of a cashier check or a money order.** The \$300.00 holding deposit will apply to the security deposit if approved or refunded if the application is denied. Only one application at a time per property is accepted and screened.

**IDENTIFICATION**

2 pieces of ID are required from all applicants. A picture ID (drivers license or state ID) and another ID (work ID, credit card etc.) Pictures are also required for all animals – both pets and assistance animals.

**EMPLOYMENT REQUIREMENTS**

Rent may not exceed 30% of gross household income verified by a current payroll check stub. If self employed, a current tax return or current P&L statement prepared by a professional is required. A minimum of 6 months at a current job or 2 consecutive years at a previous job is required.

**CREDIT REQUIREMENTS**

No bankruptcy, unpaid judgment or collection in the previous 2 years. Proof of suitable payment on collection will be taken into consideration.

**RESIDENCY RECORD**

Previous 2 years residency must be verifiable with timely rental payments and appropriate care of the premises by non-biased manager. Any monies owed to a Landlord is grounds for denial. The burden of proof for rental history is the applicant's responsibility. Home ownership must be verifiable on the credit report.

**OCCUPANCY**

No more than 2 tenants per bedroom & only one family per unit.

**ADDITIONAL SECURITY DEPOSIT OPTION**

Any applicant not meeting our criteria MAY BE ACCEPTED by agreeing to pay additional security deposit equal to the first security deposit amount for EACH of the following:

- Employment requirements
- Invalid Social Security number
- Residency requirements
- Income requirements
- Credit requirements

**MOVE-IN COSTS**

The required move-in costs are to be **paid in full by a cashiers check or money order** prior to occupancy. After occupancy, a personal check is acceptable. Property will be held up to 10 days after approval of the application. A full month rent will be collected at the time of move-in and the second month will be pro-rated. **A 1-year lease is standard policy.**

**PERSONAL CONDUCT**

Any unacceptable conduct, language or mannerism at any time during the application process that seems to be aggressive or unruly will be grounds for denial.

**PETS**

If pets are permitted – NO Akitas, Chows, American Staffordshire Terriers, Pit Bulls, Rottweilers, Doberman Pinschers, Presa Canario, wolf hybrids or any mix thereof, ferrets, snakes or exotic animals.

**DISABLED ACCESSIBILITY**

Existing premises may be modified at the full and complete expense of the disabled person and if the disabled person agrees to restore the premises at their own expense to the pre-modification condition. We require:

- 1.- Landlord's approval before making modifications.
- 2.- Work done by a qualified, licensed and insured contractor with appropriate permits and licenses.

**Applicant Screening Charge Disclosure**

1. Tenant Screening or consumer report consists of:
  - (a) credit history of seven (7) years, 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;
2. Applicant has the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency.
3. If we are unable to verify any information on the application, the application may be denied.
4. Upon receipt of the rental application and applicant screening charge, landlord shall conduct a search of public records to determine whether the applicant has been convicted of any crime within the previous 10 years. Any criminal activity including but not limited to crimes involving theft, dishonesty, assault, intimidation, molestation, menacing, prostitution, obscenity, sex crimes and/or child sex crimes, drug-related or weapons charges shall be grounds for the denial of the application.