

# Albany Property Management

919 Elm St. SW Albany OR 97321

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Albany Property Management does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Thank you for your interest in an Albany Property Management managed home. Our goal is to consistently offer top quality properties to our tenants. An important component of the management process is to maintain a thorough screening process. We will accept application meeting the requirements listed on the Property Information sheet and in which all the applicants meet the following qualifications. Applications must be completed in full by all residents 18 years of age or over. Multiple applications for a specific property or unit will be processed on a date and time basis. The first complete application received will be processed and if approved, all secondary applications will be returned with the unprocessed screening fees.

## GENERAL REQUIREMENTS

1. Valid identification with a picture will be required.
2. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant*).
3. Each applicant will be required to qualify individually (*Individuals whose credit is not combined must submit separate applications*).
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
8. An Application insufficient in Credit and Rental Requirements shall require an additional security deposit equal to 50% of stated rental amount, over and above any other security deposit or additional security deposit required.
9. The total security deposit required will be that of the least qualified applicant.
10. The denial of one applicant will result in the denial of the entire application.
11. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.

## INCOME REQUIREMENTS

1. 1 year of verifiable employment will be required.
2. Gross monthly income should equal 2-1/2 times the stated monthly rent.
3. A current paycheck stub from the employer will be required if we are unable to verify income over the phone.
4. Verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to; Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans*)
5. Self employed applicants will be required to show proof of income through copies of the previous year tax returns. Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
6. If monthly income does not equal 2-1/2 times the stated monthly rent, a security deposit equal to a full month's rent, co-signer will be required.
7. Application will be denied if the legal source of income cannot be verified.

## RENTAL REQUIREMENTS

1. 1 year of verifiable rental history from a current third party landlord is required. (*Rental references ending 12 months prior to the date of application will not be considered current*) Current or previous mortgages showing a history of any later payments will require a security deposit equal to one month's rent.
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Eviction free rental history will be required.
5. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent, or a co-signer
6. A co-signer will be required when rental history does not meet third party rental criteria, but residency can be verified with parents, student housing or military housing.
7. Rental history reflecting past due rent or an outstanding balance will be denied
8. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
9. Three (3) or more 72-hour notices within a period of one year will result in a denial.
10. Three (3) or more NSF checks within a period of one year will result in a denial.
11. Rental history demonstrating noise or other documented complaints will result in a denial when the land lord would not re-rent.

## CREDIT REQUIREMENTS

A credit history showing no negative reports is required. A negative report is considered any non-medical item 60 days past due or greater, collection, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines.

- A credit report containing a discharged bankruptcy will require a security deposit equal to one month's rent or qualified co-signer.
- 1-2 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require a total security deposit of one month's rent or a qualified co-signer.
- 3-5 items as above will require a total security deposit equal to one and on-half month's rent or a qualified co-signer.
- 6-8 items as above will require a total security deposit equal to two months rent or a total security deposit equal to one month's rent plus a qualified co-signer.
- 9 or more items will result in the denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, 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, ever for: any felony 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 seven 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 or 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. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

## DENIAL POLICY

*If your application is denied due to negative and adverse information being reported, you may;*

1. Contact Background Investigations at (503) 639-6000 to discuss your application.
2. Contact the credit reporting agency to;
  - a) Identify who is reporting unfavorable information
  - b) Request a correction if the information being reported is incorrect

*If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following;*

Write to our:                      Equal Housing Opportunity Manager  
   919 Elm Street SW  
   Albany OR 97321

*Explain the reasons you believe your application should be reevaluated and request a review of your file. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome.*

## DISABLED ACCESSIBILITY

***Albany Property Management allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. Albany Property Management requires:***

1. Written approval from the landlord before modifications are made.
2. Written assurances that the work will be performed in a professional manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate building permits and required licenses made available for landlord inspection.
6. A deposit for the restoration may be required.