

# Olympic Property Management

## Tenant Acceptance Policy

A complete **Application to Rent** and photo identification must be submitted by a prospective tenant before a rental application will be reviewed. Upon receipt, the date and time will be recorded, and applications will be reviewed in the order received.

Tenant acceptance will be based on the following criteria:

- Payment of \$25 application fee per applicant that is credited to rent upon move in
- Meeting in person. Applicant to provide identification to verify name, DOB and photo
- Ability to verify all information in the **Application to Rent**.
- Meeting the City of Portland Low Barrier Rental Criteria (pg 4 – 6)
- Confirmed gross income of 2.5x monthly rent.

Move in commitment:

First month's rent

Deposit on last month's rent

Security Deposit

The deposit on last month's rent may be waived with:

- 2 years confirmed local rental history
- 2 years of confirmed employment history
- 2 years of on time payment history confirmed by credit report

Lease term is 1 year and then converts to month to month.

Water, sewer, garbage included for 2 tenants. Additional tenant(s) are charged \$25 each.

Electricity, cable/internet, phone paid by tenant.

Satellite dish allowed only with written permission by management.

Pet rent is \$25 per pet. Certain restrictions on breed and size, licensed animals only.

Non-smoking building. (No smoking within 20 ft of building)

Renter's Insurance is required.

**Olympic Property Management** complies with the Federal Fair Housing Amendments Act of 1988, and all State of Oregon, Multnomah County, and City of Portland fair housing guidelines in the screening of all tenants. All applicants will be considered regardless of Race, Color, Sex, National Origin, Religion, Disability/Handicap, Familial Status, Marital Status, Sexual Orientation, Source of Income, or Age over 18.

# Olympic Property Management

## APPLICATION TO RENT

Property Address: \_\_\_\_\_ Move-in Date \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_ Amount of Deposits: \$ 700 \_\_\_\_\_

Applicant: \_\_\_\_\_ Pronoun: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
S.S. # \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's license; State and # \_\_\_\_\_  
 Check here if the Applicant is a financially responsible party.

Co-Applicant: \_\_\_\_\_ Pronoun: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
S.S. # \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's license; State and # \_\_\_\_\_  
 Check here if the Co-Applicant is a financially responsible party.

1) Current Address and ZIP: \_\_\_\_\_ Current Rent: \_\_\_\_\_  
Since: \_\_\_\_\_ Why are you moving? \_\_\_\_\_  
Current Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

2) Previous Address and ZIP: \_\_\_\_\_ Rent: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

3) Co-Applicant's Address and ZIP: \_\_\_\_\_ Current Rent: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

4) Co-Applicant's Previous Address and ZIP: \_\_\_\_\_ Rent: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you ever: Been Evicted? \_\_\_ Yes \_\_\_ No; been sued by a Landlord? \_\_\_ Yes \_\_\_ No; Filed Bankruptcy? \_\_\_ Yes \_\_\_ No;  
Been convicted, plead guilty, or no contest to a crime? \_\_\_ Yes \_\_\_ No; if yes to any of these, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT / INCOME:

1) Applicant's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Full time / Part Time

2) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Full time / Part Time

3) Co-Applicant's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Full time / Part Time

4) Co-Applicant's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Full time / Part Time

Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone : (\_\_\_\_\_) \_\_\_\_\_  
Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone : (\_\_\_\_\_) \_\_\_\_\_

**CREDIT REFERENCES:**

1) Bank: \_\_\_\_\_ Checking Account \_\_\_\_ Yes \_\_\_ No; Savings Account \_\_\_\_ Yes \_\_\_ No  
2) Credit Card 1 \_\_\_\_\_ How long have you had this account? \_\_\_\_\_  
3) Credit Card 2 \_\_\_\_\_ How long have you had this account? \_\_\_\_\_

**PERSONAL PROPERTY:**

Automobile (year, color, make, & License # ) \_\_\_\_\_  
Other Vehicles/Boats/trailers: \_\_\_\_\_

**PETS:**

What pets do you have? \_\_\_\_\_  
How long have you owned your pet? \_\_\_\_\_ Is your pet licensed? \_\_\_\_ Yes \_\_\_ No; Spayed or Neutered ? \_\_\_\_ Yes \_\_\_ No

**APPLICANT’S COMMENTS & EXPLANATIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**MOBILITY DISABILITY:** Are you mobility impaired or otherwise disabled? \_\_\_\_ Yes \_\_\_ No;

**MEMBERS OF HOUSEHOLD:**

Please list names and ages of other persons to occupy unit:

\_\_\_\_\_  
\_\_\_\_\_

1) Owner/agent may obtain a tenant screening or credit report which generally consist of:

- Credit history including credit standing
- Public records, including but not limited to judgments, liens, evictions and status of collections;
- information verification
- current obligations and credit ratings: and
- criminal records

2) Owner/Agent is requiring payment of an Applicant Screening Charge of \$25.

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 that above information is correct and complete and hereby authorize you to make any and all inquiries you feel necessary to evaluate my application for housing including, but not limited to credit checks, prior rental history, eviction report and criminal report. I further understand that any false or incomplete information is grounds for immediate rejection of this application. I also understand that I have the right to dispute the accuracy of information provided by the tenant screening service ore credit reporting agency who will be contacted for information concerning this application. If owner/agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of, or reading, Owner/Agent’s Screening Guidelines/Tenant Acceptance Policy.

Applicant acknowledges receiving a copy of, or reading, the required forms under Portland City Code 30.01.086.C.3.B & C.

\_\_\_\_\_  
Applicant Date Co-Applicant Date

Date & Time received: \_\_\_\_\_

photo/scan and send to: [olympicpropertyinbox@gmail.com](mailto:olympicpropertyinbox@gmail.com)  
or mail to: PO Box 3632, Portland, OR 97062  
Fee can be paid through Venmo. Email: [lfrat65@gmail.com](mailto:lfrat65@gmail.com)

# RENTAL CRITERIA

## (CITY OF PORTLAND LOW BARRIER SCREENING CRITERIA)

Adult applicants must meet the requirements listed below to qualify for rental. The rental criteria listed herein shall control, notwithstanding any contradictory information contained in the application package. To the extent that the Resident Application may request information that deviates from or contradicts these criteria, any such information shall be disregarded or considered solely in accordance with the criteria set forth herein.

**IDENTIFICATION:** Landlord will accept any of the following, or a combination thereof, to verify the name, date of birth and photo of each adult applicant.

- Evidence of Social Security Number (SSN Card);
- Valid Permanent Resident Alien Registration Receipt Card;
- Immigrant Visa;
- Individual Taxpayer Identification Number (ITIN);
- Non-immigrant visa;
- Any government-issued identification regardless of expiration date; or
- Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity.

An adult applicant who cannot verify name, date of birth and photo will not qualify for rental.

**OCCUPANCY STANDARD:** Landlord's occupancy standard is no more restrictive than two per bedroom and is reasonable. In accordance with these requirements Landlord applies a general standard for occupancy of two people per bedroom, plus 1. When reasonable, Landlord occupancy standard may vary to allow additional occupants. In determining whether a variation is reasonable, Landlord considers on a variety of factors including, but not limited to, the size and configuration of the unit and of bedrooms, the age of additional occupants and any discriminatory impact the occupancy standard may have on those persons described in ORS 659.421 or other local or federal fair housing laws.

**INCOME** (This criterion applies to financially responsible applicants only): Financially responsible applicants must (collectively) demonstrate verifiable monthly gross income as follows:

- 2.5 times the monthly rent, if monthly rent for the Dwelling Unit is below the amount listed for the applicable number of bedrooms on the most current Portland Housing Bureau Rental Housing Application and Screening 

Minimum	Income	Requirement	Table
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<https://www.portland.gov/sites/default/files/2022/NOTICE%2030.01.086.D.2.a-b.V2.VED1JUN23.pdf>
- 2 times the monthly rent, if the monthly rent for the Dwelling Unit is at or above the amount listed for the applicable number of bedrooms on the Portland Housing Bureau Rental Housing Application and Screening 

Minimum	Income	Requirement	Table
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<https://www.portland.gov/sites/default/files/2022/NOTICE%2030.01.086.D.2.a-b.V2.VED1JUN23.pdf>

In applying the above standard, Landlord will consider only the income of applicants who indicate on the Supplemental Application Form that they wish to be screened as a financially responsible applicant. The income of applicants who indicate on the Supplemental Application Form that they do not wish to be screened as a financially responsible applicant will not be considered.

In applying the above standard, Landlord will calculate the above ratios based on a rental amount reduced by the amount of a governmental voucher or housing subsidy. Landlord will include all income sources of financially responsible applicants (wages, non-governmental rent assistance, monetary public benefits, self-

employment income). Financially responsible applicants must verify income with pay stubs, tax returns (in the case of self-employment), benefit statement, and/or other reliable documentation.

**CREDIT HISTORY** (These criteria apply to financially responsible applicants only): Financially responsible applicants must demonstrate an acceptable credit history. To satisfy the acceptable credit history requirement, credit screening must establish each of the following:

- A credit score of 500 or higher. However, Landlord will consider other provided indicia of creditworthiness if applicant does not have a credit score, and Landlord will not reject an applicant on grounds of insufficient credit history unless the applicant in bad faith withholds credit history information that might otherwise form the basis for a denial.
- No negative information provided by a consumer credit reporting agency indicating past-due unpaid obligations, except where those unpaid obligations are in amounts less than \$1,000 or for medical, educational or vocational training debt.
- That any balance owed for prior rental property damage is in an amount less than \$500.

Landlord will not reject a financially responsible applicant for a bankruptcy that has been discharged or for having an active Chapter 13 bankruptcy case at the time of application.

**CRIMINAL CONVICTIONS AND PENDING CRIMINAL CHARGES:** Landlord will conduct a public records search on all adult applicants and proposed adult occupants to determine whether said person has a record of criminal conviction, or a criminal charge pending at the time of application, for the following types of crimes: a drug-related crime, a person crime, a sex offense, a crime involving financial fraud (including identity theft and forgery), or any other crime based on conduct that would adversely affect property of the landlord or a tenant, or the health, safety, or right to peaceful enjoyment of the premises of landlord, residents, or the landlords agent(s) (hereafter, "disqualifying crime"). If the applicant has any pending charge or conviction for a disqualifying crime, then the applicant shall be disqualified if the subject pending charge/conviction falls within the categories below:

- Misdemeanor offense(s) for which the dates of sentencing occurred less than 3 (three) years before the date of the application, excluding court-mandated prohibitions that are present at the property for which the applicant has applied.
- Felony offense(s) for which the dates of sentencing occurred less than 7 (seven) years before the date of the application, excluding court-mandated prohibitions that are present at the property for which applicant has applied.

Before denying an applicant for criminal history, Landlord will consider any supplemental evidence submitted by applicant at the time the application is submitted to determine whether any disqualifying convictions/charges may be mitigated by the same. In evaluating an applicant's criminal conviction and supplemental evidence for mitigation and possible acceptance, Landlord will consider the nature and severity of the relevant incident(s) that would lead to denial, the number and type of the relevant incident(s), the time elapsed since the incident(s) occurred, the age of the individual at the time of the incident(s). Landlord may also consider other factors including, but not limited to, subsequent rehabilitative, educational, and/or vocational efforts, and positive rental history.

Landlord will not reject an applicant solely for arrests that did not result in convictions (except for pending charges as set forth above); participation in or completion of a diversion or a deferral of judgment program; a conviction that has been judicially dismissed, expunged, voided or invalidated; a conviction for a crime that is no longer illegal in the State of Oregon; or any conviction, determination or adjudication issued through the juvenile justice system.

**RENTAL HISTORY:** A recent eviction judgment or a negative rental history factor will disqualify an applicant.

- “Recent eviction judgment” means: A general judgment entered against the applicant in an Oregon Forcible Entry and Detainer case (ORS 105.105-ORS 105.168) fewer than 3 (three) years prior to the date of application. However, a recent eviction judgment shall not disqualify applicant if (a) said judgment was in a case based upon a no cause termination notice; or (b) said judgment was a default judgment due to a failure to appear and applicant presents credible evidence that they had already vacated the unit at the time that notice of the action was served. FED cases that were dismissed or resulted in a general judgment for the applicant prior to the date of application, and/or FED cases resulting in a judgment or court record that was set aside or sealed pursuant to state law will not disqualify an applicant.
- “Negative rental history factor” means: Information obtained from a written or oral rental reference check that indicate any of the following: (a) defaults in rent, (b) 3 or more material violations of the Rental Agreement within one year prior to the that resulted in notices issued to the Tenant, (c) an outstanding balance owed to a prior landlord; pr (d) lease violations that resulted in a termination with cause.

Landlord will not disqualify an applicant based on any other information received from a rental reference. An applicant will not be disqualified for insufficient rental history unless the applicant in bad faith withholds rental history information that might otherwise form a basis for denial.

**NO REPEATED RENTAL AGREEMENT VIOLATIONS WITH LANDLORD:** Landlord may refuse to process the application of an applicant who has verifiable repeated rental agreement violations with Landlord when each of the following circumstances exists: (a) at least 3 violations have occurred within a 1-year period, and the most recent violation occurred within 365 days before the applicant’s date of application; (b) applicant received notice of each of the 3 violations in writing at the time each violation occurred; and (c) none of the 3 violations was dismissed, cured, or resulted in a general judgment for the applicant before the applicant submitted the application.

If a Landlord refuses to process the application of an applicant for this reason, Landlord shall provide the applicant with copies of the relevant notices considered.

**HEALTH OR SAFETY THREAT:** An applicant who presents a direct threat to health and/or safety of residents, Landlord and/or its agents, or the property, will be disqualified.

**APPEALS PROCESS:** Applicants who are not approved for residency (denied) will have 30 days to appeal the denial. The applicant may submit information and/or documents that applicant believes may correct, refute or explain negative information that formed the basis of Landlord’s denial. If Landlord approves an application reviewed on appeal, then the applicant will be prequalified for rental opportunities at Landlord’s properties for the 3 months following the date Landlord approves an application reviewed on appeal, and the applicant’s screening fee for the 3 months following the approved appeal will be waived. Prior to waiving the screening fee, Landlord requires applicant to self-certify that no conditions have materially changed from those described in Landlord’s approved application.

## **Right to Request a Modification or Accommodation Notice Required Under Portland City Code Title 30.01.086.C.3.B**

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including the Fair Housing Act, make it illegal for housing providers to refuse to make reasonable accommodations and reasonable modifications for individuals with disabilities. All persons with a disability have a right to request and are provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

### **Some examples of reasonable accommodations include:**

- Assigning an accessible parking space
- Transferring a tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building.

### **Some examples of reasonable modification include:**

- Adding a grab bar to a tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

### **Under fair housing laws, a person with a disability is someone:**

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.

### **Reasonable Accommodations**

A reasonable accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a reasonable accommodation.

All housing or programs are required to make reasonable accommodations. Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a reasonable accommodation.

### **Reasonable Modifications**

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

### **Verification of Disability**

In response to an accommodation or modification request and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, they, can ask an applicant/tenant to provide documentation from a qualified third party (professional), that the applicant or tenant has a disability that results in one or more functional limitation. If the disability-related need for the requested accommodation or modification is not known or obvious, the housing provider can request documentation stating that the requested accommodation or modification is necessary because of the disability, and that it will allow the applicant/tenant access to the unit and any amenities or services included with the rental equally to other tenants. A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and tenants with disabilities, as well as applicants and tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other tenants because of their disability.

Under fair housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If wrongfully denied an accommodation or modification contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination. For more information about reasonable accommodations and modifications visit: <http://www.hud.gov> or call HUD toll-free @ 1-800-669-9777 or TTY 1-800-927-9275. HUD will investigate at no cost to the complainant.

If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18, seek legal guidance regarding your rights under Fair Housing law. For more information visit: <http://fhco.org/index.php/report-discrimination> or call Fair Housing Council of Oregon @ (503) 223-8197ext 2.

For translation or interpretation, please call 503-823-1303 TTY at 503-823-6868 or Oregon Relay Service at 711

## **Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C**

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

### **City of Portland Applicant Rights**

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance. The City of Portland city code, rules, required notices and forms are listed below, and are available at: [portland.gov/rso](http://portland.gov/rso) or by contacting the Rental Services Office at (503) 823-1303 or [rentalservices@portlandoregon.gov](mailto:rentalservices@portlandoregon.gov).

### **Residential Rental Unit Registration**

- Portland City Code 7.02.890

### **Application and Screening Requirements**

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

### **Security Deposit Requirements**

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance

### **Mandatory Renter Relocation Assistance**

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process
- Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory
- Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)

If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

*This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.*

*The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.*