

Open Road Property Management Inc.

Tenant Screening Criteria Disclosure

Open Road Property Management Inc. applies written screening criteria uniformly to all applicants in compliance with Fair Housing laws, Oregon statutes, and applicable local regulations. All applicants are evaluated consistently and without regard to any protected class.

1. Income Requirements

- Household gross monthly income must be at least 2× the monthly rent for Portland properties and 2.5× the monthly rent for non Portland properties.
- Employment income requires a minimum of 12 months of verifiable income.
- Self Employed applicants must provide business verification and recent tax returns.
- Housing assistance (vouchers, subsidies) counts toward income.
- Applicants below the threshold may be considered with a qualified co-signer or guarantor.

2. Rental History

- At least 12 months of verifiable positive rental or mortgage history required.
- Applications may be denied for:
 - Any evictions in the last 5 years. Any unpaid/past due rental balances.
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 - 3 or more late rental payments in a 12 month period.
 - 3 or more noise complaints or lease violations in a 12 month period.
 - 3 or more dishonored checks in a 12 month period.
 - Mortgages with past due balances.

3. Credit History

- We review credit reports for accounts in good standing, payment history, and collections.
- We require a minimum credit score of 600.
- Applications may be denied for significant adverse credit, excessive unpaid collections, recent bankruptcy, or patterns of late payments.
- 3 or more past due accounts, judgements, liens, or collections will result in denial.
- 5 or more late payments in the last 2 years will result in denial.
- Medical debt and student loans are generally not considered grounds for denial.
- Additional security deposit or co-signer may be required/accepted where permitted by law.

4. Occupancy Standards

- Occupancy must comply with local codes and safety standards.
- We follow HUD guidelines of two persons per bedroom plus one additional occupant.

5. Criminal History

- Convictions that could threaten the health, safety, or property of others may result in denial.

- Automatic denial applies to convictions requiring current or lifetime sex offender registration, convictions that resulted in serious bodily injury or death, kidnapping, rape, sexual assault, or any other sex related crimes including sex crimes involving a minor.
 - We consider type of offense, severity, how long ago it occurred, and any evidence of rehabilitation.
 - We do not use “blanket bans.” Applicants may provide supplemental evidence if criminal history is a factor.
6. Application Requirements
- Each occupant 18 years or older must submit a separate application
 - Application Fee is \$50 per applicant (non-refundable), charged only once per 60-day period per applicant, as allowed by Oregon law..
 - Incomplete, inaccurate, or false information is grounds for denial.
 - If one applicant fails to meet a material criterion, the entire household application may be denied.
7. Identification & Documentation
- Required documentation must be submitted within 36 hours of application. Failure to do so may result in denial.
 - Applicants must provide reasonable verification of identity and income, which may include:
 - Government Issued Photo ID
 - Social Security Number Or ITIN documentation
 - Proof of income and supporting financial records

General Information

- Applicants who do not meet standard credit or rental history criteria may be considered if they provide proof of successful completion of a recognized tenant education program, including rent well or ready to rent.
- Please note approval under this provision is not automatic, it is evaluated on a case by case basis, and does not guarantee approval of future applications.
- Qualified co-signers may be accepted when permitted by law and must meet independent income, credit, and screening requirements. Co-signer must meet all regular screening requirements in addition to personal income of 6x the monthly rent and minimum 800 credit score. Approval of co-signer does not guarantee tenant approval.
- If pets are allowed, pet deposits will apply in the amount of \$500 per pet. Service and assistance animals are not considered pets.
- Applicants currently engaged in illegal drug use will be denied. Verified illegal drug activity during tenancy may result in lease termination and beginning of eviction proceedings.
- Upon approval applicants must sign the lease agreement and pay the required deposit within 36 hours. Failure to do so may result in withdrawal of approval.
- Equal Housing: We comply fully with federal, state, and local Fair Housing laws. We do not discriminate based on race, color, religion, sex, national origin, marital status, source of income, familial status, disability, sexual orientation, gender identity, or any other protected class.

Acknowledgment

By signing below, I acknowledge that I have received, read, and understand the screening criteria used by Open Road Property Management Inc.