



**TINDELL & Co.**  
Real Estate & Property Management

## Application Screening Criteria

(revised April 01, 2016)

There is a \$45.00 application charge for each individual applicant. Applications fees must be paid online or in our office with a Money Order. Check and cash are **not** accepted. This charge is used to run a credit and criminal background check, verify employment, and collect rental references, if applicable. Appfolio provides the credit report, which relays information for the last seven (7) years.

Please review our list of screening criteria. We do not discriminate on the basis of age, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, sexual identity or source of income. Please note, if you are a caregiver or a co-signer to one of our residents you must complete an application prior to moving in the property. You will be screened for conduct and criminal only.

### We require:

Each individual over 18 years of age must submit a separate **completed** application and payment regardless of marital status or relation. **Unfavorable information for any individual applicant may result in denial of all applications for that group.**

- A three year residency history; must have the name, address and phone number of previous landlords ready.
- A three year employment history; must have the name, address and phone number of previous employers ready.
- Verifiable gross monthly income that is three (3) times the amount of rent. Please upload this proof of income (pay stub, bank statement, etc.) to the application. Verifiable income may be, but is not limited to, employment income, alimony/child support, trust accounts, social security, grants or student loans.

**Self Employed** applicants must provide a copy of their most recent tax return, current bank statement & business license.

**Section 8** applicants must demonstrate income that is 3x their portion of the rent.

**Social Security** recipients must provide a copy of their check and annual benefit letter.

**Roommates:** combined income from all applicants must equal 3x the rent.

**Full Time Students** must provide proof of current student status, financial aid award letter and/or current bank statement with balance of 6x the rent. If unable to provide the requested information, applicant will be required to have a co-signer submit a separate application and supply the required information listed above.

**Unemployed Applicants** must provide current bank statement with balance 6x the rent.

- At least one piece of photo identification. Photo identification must be issued by a reputable authority or government that includes the bearer's current photo and full legal name. Photo IDs not issued by the US Federal Government or a State government must comply with the 2013 AAMVA DL/ID CDS. IDs must be able to be photocopied. Issued non-driver ID, passport, etc. Military ID are accepted.
- Maximum occupancy of no more than two (2) people per bedroom +1.

You may be asked to pay a higher security deposit (up to 2x the rent) for the following:

- No credit or poor credit (incl. slow pay or discharged bankruptcy more than one year ago).
- No landlord references (must be from an unbiased source; no roommate or family references).
- Less than 1 year of rental history.

**The total security deposit required will be based on the least qualified applicant.**

You will be denied tenancy and will forfeit your application fee for the following:

- Incomplete, inaccurate or misrepresentation of any information on your application.
- Insufficient income or employment history.
- Judgement of restitution (in last five (5) years).
- Judgement and/or multiple collections or charge offs in the last seven (7) years. Discharged bankruptcy within the last twelve (12) months or an open bankruptcy).
- Negative landlord reference including: money owed to a prior landlord, three violation notices issued in one year period (ie 72 hour notice, NSF, noise/disturbance, unauthorized pets or occupants), excessive damage upon move out or if a landlord refuses to give a reference.
- We determine that you would be a direct threat to the health and safety of other tenants, guests, apartment complex, owner's agents, and/or the property.

Criminal Policy • A conviction, guilty or nocontest plea for a felony in the category of offenses against persons, weapons, sex crimes, drug (delivery, intent to sell or manufacturing), arson or other extensive property damage will be grounds for denial. • A conviction, guilty or nocontest plea for a felony not in the above categories (excluding traffic convictions) Or; a misdemeanor involving sex crimes or physical violence offenses against another person or drug a conviction within the last 7 years of disposition, release or parole will be grounds for denial. • A conviction, guilty or nocontest plea for any other misdemeanor (excluding traffic convictions) within the last 1 year of disposition, release or parole will be grounds for denial. • A person currently listed as a sex offender will be denied. • Pending charges 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 processing of the application will be completed again. No unit will be held awaiting resolution of pending charges.

If you require a reasonable accommodations request to any of our policy as outlined, please visit [www.tindellandcompany.com/apply/](http://www.tindellandcompany.com/apply/) and complete the 'Reasonable Accommodation/Modification Request/Verification' form.

Tindell & Co takes pride in screening all applicants equally in accordance with the Federal Fair Housing Act.

Applications are accepted online at [www.tindellandcompany.com](http://www.tindellandcompany.com). Completed applications to include all information as outlined in this policy are processed on a first come first served basis. Processing occurs on regular working days and applications are time stamped upon receipt. We accept the first qualified household with completed application(s).

**If you application is approved,** a security deposit is required to be submitted within twenty-four (24) hours. Upon receipt, first month's rent and a fully executed lease agreement are required to be submitted within five (5) business days, unless otherwise stated. If these three (3) items are not received and/or you fail to take possession of the premises as agreed, you will forfeit all monies paid. The security deposit and first month's rent must be paid in certified funds (money order or cashier's check), thereafter, until and unless instructed to the contrary, online payments and personal checks are accepted. Cash is never accepted by Tindell & Co.

### **Non-compliance Fees:**

- up to 5% of the monthly stated rental rate=Late Fee, when rent is not received by the 5th day of the month.
- \$ 35 Dishonored Payment Fee, for payment returned by your financial/banking institution.
- \$ 50 Rule Violation Fee, when a 2nd offense is issued.
- \$ 50+5% of one month's rent Rule Violation Fee, when a 3rd offense notice is issued within a twelve (12) month period.
- \$ 50 Illegal/Unauthorized Dumping Fee, plus any actual charge levied by the hauler to dispose of the items.
- \$ 50 Pet Violation, as defined by the pet agreement, plus any actual damage caused by the animal.
- \$ 50 for non-compliance fee relate

**Smoke Detector/Carbon Monoxide Tampering or Removal:** Up to \$250, per state law, plus the cost to replace detector or batteries.

**Lease Break Fee or Reduced Lease Break Fee:** Up to or equal to one and a half times the stated rent if you terminate your lease agreement prior to the lease end date. A reduced lease break fee will be charged to all parties who wish to terminate a current lease agreement and initiate a new lease with added or removed parties to the agreement.

Please note you will be charged the prevailing maintenance rate if you request assistance for a lock change, lock out, lost key, if you or your pet damage while residing in the unit or if you miss an appointment with a scheduled vendor.

The lease will specify any utilities contracted by the Landlord and how applicable utilities may be billed back to you. **If you are late paying any utility bill back, a \$10 late fee or a 10% late charge, whichever is greater (but not to exceed \$50 per occurrence) will be added to your account.** If you have any questions about how the utilities are calculated, please do not hesitate to ask.

**We require our residents to carry renter's insurance.** Unless exempt, you will need to provide a certificate of insurance in the minimum amount of \$100,000 liability prior to moving in. The policy does not apply to a household with income less than 50% of the area median income or subsidized with public funds. Failure to carry renters insurance is a violation and may result in fines and eviction.

I have read and understand the Application Screening information listed above and have also received the Denial Policy. I hereby give permission to Tindell & Co. Real Estate and Property Management to obtain information from any third-party source and authorize full release of any and all as requested by Tindell & Co. (sign and date below)



## **DENIAL POLICY**

*Pursuant to ORS 90.295(4) and 15 USC 1681 the following disclosures are made:*

### **AppFolio Consumer Relations**

AppFolio provides resident screening services to property managers. If you'd like a copy of your screening report, or if you believe there is an error on your report that resulted in you being denied housing, our Consumer Relations team is here to help.

### **To Receive a Copy of Your Screening Report or Dispute Information In Your Screening Report**

Before we can help with your inquiry we need to verify your identity – this step ensures we won't ever discuss your private data with anyone other than you.

**Please fax, mail, or click [here](#) to use our secure document transfer form to send the following information to AppFolio (please do not email):**

- A copy of your government issued ID (Driver License, State ID card or US Passport)
- A brief explanation of your request, signed by you, that includes:
  - Your full name
  - Your current address
  - Your date of birth
  - Your social security number
  - Your phone number
  - Your email address (if this is a convenient way for us to communicate with you)

**Send your request by:**

**Secure Document Transfer: ([www.appfolio.com/consumer/inquiry](http://www.appfolio.com/consumer/inquiry)) Consumer Relations Inquiry Form**

OR

**Fax:** (866) 496-8077

**OR Mail to:**

AppFolio, Inc.  
Consumer Relations  
50 Castilian Drive  
Santa Barbara, CA 93117

We will reach out to you within 5 business days of receiving your request. We want to confirm your request with you and discuss any next steps.

The Fair Credit Reporting Act prevents us from telling you what is on your credit report. If your application is denied due to your credit history you may dispute the report by contacting TransUnion at:

If your application has been denied and you believe that you qualify as resident under criteria provided, you may write us at:

Equal Housing Opportunity Manager  
Tindell & Co. Real Estate and Property Management  
3590 SW Troy Street  
Portland, OR 97219

Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing and within sixty (60) days of date notified. Your application will be reviewed within seven (7) working days from the date your letter was received. You will be notified of the outcome.