



I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing)
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or other adult(s) maintaining proper legal custody.

II. APPLICATION PROCESS

Steps to becoming a resident at a Fox Management property.

1. EACH APPLICANT must sign the rental application to acknowledge our "Sight Unseen" policy.
2. Each adult applicant (over 18) must complete the application on the designated form.
3. Each adult applicant (over 18) must pay the non-refundable credit/screening fee of \$50.00.
4. Be prepared to wait two business days for the information on your application to be verified.
5. Once you have been approved, you will be required to pay the amount of the security deposit at the time of deposit of hold.
6. You have 24 hours to bring in the deposit money. Units will not be held more than two weeks (14 days).
7. Once the application is approved, and deposit to hold form signed by both parties, any and all advance deposits will be forfeited if no rental agreement is executed. You are encouraged to read the rental agreement at the time of application.
8. To be added on to an existing rental agreement, please refer to Roommate Add-on Addendum. Adding your name to a current rental agreement will require a \$50.00 screening fee at the time of submission. At time of approval, an additional \$55.00 Roommate Application Fee will be due at the time of approval.

III. DISABLED ACCESSIBILITY

Fox 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. Fox Management requires:

1. Written approval from the landlord before modifications can be 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.

IV. REASONABLE ACCOMMODATIONS

1. A person requesting a reasonable accommodation must make the request in writing and in a manner that a reasonable person would understand to be a request for an exception, change, or adjustment to a rule, policy, practice, or service of a disability.
2. A housing provider may request reliable disability-related information that is necessary to verify that the person has a physical or mental impairment that substantially limits one or more major life activities, describes the needed accommodations, and shows the relationship between the person's disability and the need for the requested accommodation.

V. GENERAL REQUIREMENTS

1. Positive 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 not be accepted*).
3. Each applicant will be required to qualify individually.
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. Double deficiencies will result in the requirement of both additional deposit, co-signer and/or Last Month Rent Deposit.

VI. INCOME REQUIREMENTS

1. Monthly household income should equal 3 times the stated monthly rent.

2. Verifiable income will be required for applicants. (*Verifiable income may mean, but is not limited to: Employment, Rent Subsidy/Housing Assistance, Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans*)
3. For employment income verification, a current paycheck stub from the employer will be required.
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns. A recorded business name or corporate filing will be sufficient to meet employment requirements.
5. If monthly income does not equal 3 times -- but at least 2 times the stated monthly rent -- a security deposit equal to 1.5 times the monthly rent, Last Month Rent Deposit and/or co-signer will be required.
6. You will be denied if your source of income cannot be verified.

VII. RENTAL REQUIREMENTS

1. **1 year of verifiable rental history from a third party landlord is required for apartments and plexes. Single family home rentals REQUIRE 2 years rental history.**
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current. If mortgage has a past due balance or foreclosure, the security deposit will result in 1.5 times the monthly rent.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Five (5) years of eviction free rental history will be required.
5. Two or more 72 hour notices within a 1 year period will result in denial.
6. Rental history demonstrating residency, but not third party rental history (EXCLUDING SINGLE FAMILY HOMES) will require a security deposit equal to 1.5 times the monthly rent, a co-signer, or both.
7. Rental history demonstrating verifiable military residency will require a security deposit equal to 1.5 times the monthly rent or a co-signer to qualify for single family homes.
8. Rental history reflecting past due rent or an outstanding balance will be denied. *(A security deposit equal to 1.5 times the monthly rent will be accepted when **past due rent** has been paid and no additional negative information has been documented)*

VIII. CREDIT REQUIREMENTS

1. **Good credit will be required.**
2. Utility collections (excluding telecommunication bills) will result in denial.
3. Outstanding bad debt exceeding \$200.00 on a credit bureau (*ie. Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit equal to 1.5 times the monthly rent.
4. Seven or more unpaid collections (not medical related) reported from the credit bureau will result in denial.
5. A past due balance of \$10,000 (not medical) or more will result in denial.
6. Bankruptcies filed within one year from the date of application will be denied.

IX. CO-SIGNER REQUIREMENTS

1. **Very good established credit will be required. A FICO score of 750 or above satisfies co-signer requirements.**
2. Co-signers that do not fulfill the above requirements must provide the following:
 - Home ownership preferred, but will consider with long-standing positive rental history.
 - Must have an income of at LEAST 3 times the rent amount and must provide proof of income (i.e. paystub, bank statement, tax return, etc.)
3. If a co-signer is unavailable, Last Month Rent Deposit may be approved upon request.

X. CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed residents or occupant had a "Conviction"(which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If the applicant, or any proposed occupant, has a conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individual assessment (described below) upon receipt of the results of the public records search and prior to denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial or the Rental Application.

- A. Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- B. Felonies not listed above involving: drug-related crime; person crime; sex offenses; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charges is of a nature that would adversely affect property of the landlord or a tenant of the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord of the landlord's agent, where the date of disposition has occurred in the last 7 years.
- C. Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- D. Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charges is of a nature that would adversely affect property of the landlord or a tenant of the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord of the landlord's agent, where the date of disposition has occurred in the last 3 years.
- E. Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

XI. CRIMINAL CONVICTION REVIEW PROCESS

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfies all other criteria (that denial was based solely on one or more convictions) and:

1. Applicant has submitted supporting documentation prior to the public records search; or
2. Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Supporting documentation may include:
 - a. Letter from Parole or Probation office;
 - b. Letter from caseworker, therapist, counselor, etc.;
 - c. Certification of treatments/rehab programs;
 - d. Letter from employer, teacher, etc.;
 - e. Certification of trainings completed;
 - f. Proof of employment; and
 - g. Statement of the applicant.

Owner/Agent will:

1. Consider relevant individualized evidence of mitigating factors, which may include: the facts of circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple convictions as part of this process.
2. Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
3. Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's writing request (if made after denial) the unit was committed to another applicant.

XII. DENIAL POLICY

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

1. Contact AppFolio, Inc. 50 Castilian Dr. Santa Barbara, CA. 93117
Toll free: 866-359-3630
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**
Fox Management, Inc.
2316 NE Glisan St.
Portland, OR 97232

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.

Pets/Smoking/Fees/Additional Rules

If the property you have applied for accepts a pet, our standard deposit is \$250.00, per pet and \$25/monthly pet rent, per pet, unless otherwise stated. Certain breeds of dogs (Pit Bull, Doberman, Rottweiler, German Shepherd, Wolf [Hybrids], etc.) are not accepted due to liability insurance limitations. All of our properties are smoke free, so there will be no smoking at any of our units. We also prohibit growing marijuana, for any purpose, on any part of the premises, including common areas. Some properties may be subject to the restrictions of a homeowners association. Please speak with the leasing agent for specifics.