



## APPLICATION PROCESS & GENERAL REQUIREMENTS

### Oregon/Not in Portland (Financially Responsible)



1. Apartments require 12+ months verifiable rental history.
2. **Single family homes require 24+ months verifiable rental history.**
3. Each applicant must complete a rental application and acknowledge our "Sight Unseen" policy. If the applicant is applying for a property that they have not seen in person, applicant agrees to take the unit in its "as-is" condition and assumes all responsibility with regard to the condition upon move-in at the time of signing the Agreement to Execute a Rental Agreement document(s).
4. Each adult applicant (age 18+) must complete the application via the designated form/online application portal and submit all required documentation and pet screening or profile. Required documentation is as follows but not limited to:
  - a) Identification (see screening criteria for full list of acceptable identification)
  - b) Income verification:
    - i) Employment: two months pay stubs or offer letter on company letterhead including supervisor contact information
    - i) Self employment: previous year tax returns and/or qualifying bank statements plus business registration information if applicable.
    - ii) Government or other third party rental/income assistance programs: Award letter, contract or other verifiable documentation
    - iii) Social Security: Award letter dated within past six months
    - iv) TANF/SNAP/Public Benefits: Verification of benefits from Department of Human Services or applicable organization
    - v) Child Support: Verification of approved child support benefits from OR Department of Justice or other state agency
    - vi) Other income: Documentation including amount, schedule of income and contact information
  - c) Pet profile ([www.Petscreening.com](http://www.Petscreening.com))
  - d) Supplemental information (May include letters from case managers or additional)
  - e) Application form must be fully completed, including but not limited to email and phone contact information for past landlords.
5. If applying with a co-applicant, all applications must be completed entirely to be considered as a joint application.
6. Each adult applicant (age 18+) must pay the nonrefundable screening fee of \$40.00 (plus any applicable processing fees).
7. The screening and verification process can take up to two business days. If manual processing is required, the screening process may take additional time.
8. If your application is approved, you will be required to sign the Agreement to Execute a Rental Agreement form and pay the designated non refundable security deposit within 48 hours.
9. Once the Agreement to Execute a Rental Agreement is signed and deposit(s) are paid for the unit; If no rental agreement is executed, applicants' non refundable security deposit payment(s) will be forfeited by the applicant.
10. If applicant's credit score is 700+, the credit portion of their screening is approved regardless of remaining credit criteria. Fox Management, Inc. may continue with some or all of the additional screening requirements.
11. Your move-in date must be within 14 days of the date of your approved application. Fox Management, Inc. will not "hold" a unit for longer than 14 days.
12. All applicants must be capable of entering into a legal and binding contract.
13. Incomplete, inaccurate or falsified information can result in denial of the application.
14. Occupancy may be up to two persons per bedroom, plus one for the household.
15. Depending on the household's income, renter's insurance is required for all properties.
16. Growing, manufacturing or distribution of marijuana or other controlled substances is prohibited at all properties.
17. Smoking is prohibited on all properties.
18. Approved applications are valid for 90 days from the date approved. Fox Management, Inc. may require that the applicant(s) declare that no material information has changed since the original application.
19. Properties may be subject to HOA rules and regulations.
20. Applications are processed on a first come, first serve basis. The first complete application, including but not limited to paid application fees and all required documentation and information, will be processed once received.
21. **If you have a pet:** A separate application through [www.Petscreening.com](http://www.Petscreening.com) is required at the time of the application. Additional pet screening fees apply. Pet approval and rent is based on your pet(s) "paw score(s)". Please refer to Pet Screening for detailed information and results. As this is a third party company, refunds are not available through our company for [www.Petscreening.com](http://www.Petscreening.com) at any time.
22. **If you have no pets or if your animal is an Emotional Support or Service Animal:** a Pet Screening profile is still required but no fee will be assessed. Breed restrictions may be waived for ESA and Service animals.
23. The following pet breed restrictions apply: Pitbull, Doberman, Rottweiler, German Shephard, Wolf (Hybrid) due to insurance limitations.
24. Homeownership is verified through the County Tax Assessor. Mortgage payments must be current. If a mortgage has a past-due balance or is in foreclosure, Fox Management, Inc. reserves the right to require a security deposit of 1.5x the monthly rent.
25. By applying, applicant accepts appropriate screening criteria based on the property location and their household income.
26. If applicant's move-in date is before the 20th of the month, 1st month's prorated rent is due at move-in. If the move-in date is the 21st or later, prorated first month's rent plus full second month's rent is due at time of move-in.
27. To be added on to an existing rental agreement, please refer to the Roommate Add-on Addendum. Adding your name to a current rental agreement will require a \$40.00 screening fee and application approval. At time of approval, an additional \$57.00 Roommate Add-on Fee will be due, as well as any additional deposits assessed depending on screening.
28. COSIGNER REQUIREMENTS:
  - Credit score 700+ preferred.
  - If credit score is under 700, homeownership is preferred but three years verifiable positive rental history may be accepted as an alternative to verify cosigner qualifications.
  - Income must be at least 3.5x the monthly rent.
29. Additional guidelines pertaining to federal, state and local laws regarding COVID-19 moratoria and protected emergency and/or grace periods may affect our ability to interpret information in relation to screening results.

*Applicants are entitled to and encouraged to request and review our rental agreement at any time.*

# OREGON RENTAL CRITERIA FOR RESIDENCY

## (NOT FOR CITY OF PORTLAND)

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

### GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

### INCOME CRITERIA

1. Monthly income must be equal to three times stated rent\*, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.  
\*If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

### RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

### EVICITION HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

### CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

### RENT WELL GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that applicant will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this applicant.

### 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 resident or occupant has 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 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 individualized assessment (described below) upon receipt of the results of the public records search and prior to a 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 of 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 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 the residents, the landlord or 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 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 the residents, the landlord or 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, or for which applicant is currently registered as a sex offender, will result in denial.

### 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 satisfied all other criteria (the 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:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant.

Owner/Agent will:

- (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or 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.
- (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- (c) 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 written request (if made after denial) the unit was committed to another applicant.



## FOX MANAGEMENT, INC. Denial Policy & Appeal Process



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

**1. Contact the credit reporting agencies;**

- a) Identify who is reporting unfavorable information.
- b) Request a correction if the information being reported is incorrect.

**B) Contact Appfolio Screening:**

**1. Submit an inquiry to <https://screenings.appfolio.com/consumer/inquiries/new>**

**2. You can also contact Appfolio in the following ways:**

Toll-free phone: (866) 359-3630

Secure fax: (866) 496-8077

Mail your request and details to:

Consumer Relations  
50 Castilian Drive  
Goleta, CA 93117

Email: [consumer.relations@appfolio.com](mailto:consumer.relations@appfolio.com)

**NOTE:** Confirmation of identity may be required. Do not send personally identifiable information or sensitive documents, such as your Background Report or Social Security Number, via email as this is not secure.

**C) If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should may contact Fox Management, Inc. to appeal the application decision.**

Write to our:

Equal Housing Opportunity Manager  
Fox Management, Inc.  
818 SW 3rd Ave #221-18619  
Portland, OR 97204-2405

Email us at:

[Info@foxmanagementinc.com](mailto:Info@foxmanagementinc.com)

*Explain the reasons you believe your application should be reevaluated and request a review of your file. Supporting documentation, if applicable, must be referred to or submitted at the time of the appeal. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome via the contact information provided.*

**Contact Fox Management, Inc. at 503-280-0241, via email at [info@foxmanagementinc.com](mailto:info@foxmanagementinc.com) or visit our office located at 2316 NE Glisan St, Portland, OR 97232 during normal business hours for assistance.**