



# EVERGREEN PROPERTY MANAGEMENT

## Application Screening Overview

Please read the following information carefully before submitting your application. By proceeding, you acknowledge and agree to the terms outlined below.

### 1. Application Overview

#### Cost to Apply

**\$65 per applicant**

#### Important Notice:

Application fees are non-refundable. Screening is conducted immediately by a third party upon submission. You will receive an approval or a denial based on the results.

### 2. The Evaluation Process

- Once we receive a complete application, we review it right away. Group applications are complete when every member of the group has submitted an application.
- Application fees are non-refundable because screening is conducted immediately by a third party.
- Your application information is compared to our screening criteria.
- You will receive an approval or a denial based on these results.

#### If Approved:

- 48 hours to pay an execution deposit to hold the property.
- 2 weeks to assume possession and begin paying rent.

#### If Approved but Property No Longer Available:

- You remain prequalified for 3 months for homes with similar rents.
- You must confirm in writing that nothing significant has changed since your original application.
- EvergreenPM may deny the application if circumstances have changed.

*Note: If the property is in Portland, applications will be dated as received 72 hours after the application period opens.*

### 3. Screening FAQ (ORS 90.295 - Applicant Screening Charges)

#### Q: What is the status of my Application?

**A:** Completed applications are screened immediately. Please allow up to 48 hours for processing. Monitor your email and text messages in case additional information is needed. We cannot provide status updates during screening.

#### Q: Will I be approved?

**A:** Approval decisions are made only after a completed application and screening are reviewed under our written screening criteria. We cannot predict approval in advance.

#### Q: If I am approved, why is the property no longer available?

**A:** Applications are processed according to our posted screening procedures and applicable law. Another applicant may complete the process and secure the home before your application is finalized. If approved, your application may remain eligible for other available properties, subject to our screening criteria.

#### Q: The property is no longer available. Can I get my application fee refunded?

**A:** Application fees are non-refundable because screening begins immediately after submission.

#### Q: If applications are processed in order, how can another applicant move forward first?

**A:** Applications are processed in accordance with Oregon law and our posted screening procedures. Processing times may vary depending on how quickly applications are completed, verified, and documented. A different applicant may complete all required steps and secure the property first.

**By proceeding with your application, you confirm that you have read and understand the information above.**