



Evergreen Property Management, Inc
105 W Historic Columbia River Hwy, Troutdale, OR 97060
971.258.4799 www.EvergreenPropertyMgmt.com

Rental Criteria for Residency

This document explains how applications are reviewed and what is required to qualify for housing with Evergreen Property Management. All applications are processed in accordance with **local, state, and federal law**.

1. 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.

What if I'm approved?

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

What if I'm approved, but the property is no longer available?

- Approved applicants remain prequalified for 3 months for homes with similar rents.
- Before moving forward, applicants must confirm **in writing** that nothing significant has changed since their original application submission.
- If something has changed, EvergreenPM may deny the application based on that change.

What if I'm denied? Appeal Process

- Denied applicants may submit **additional information not provided with their application** to respond to negative screening results.
- Applicants have **30 days** to appeal a denial.
- During this time, applicants may correct mistakes, explain circumstances, or provide documents.
- Properties for rent will not be held off the market during the appeal process.

2. Occupancy Policy

- Occupancy is based on bedroom count.
- The general rule is **two people per bedroom, plus one additional person for the home**.
- Exceptions may be made to this policy if the law so requires.

3. General Requirements

1. Applicants must provide proof of identity. Acceptable documents include:
 - Social Security card
 - Birth certificate
 - Permanent Resident Card
 - Visa or immigration documents
 - ITIN
 - Government-issued ID (even if expired)
 - Other documents that reasonably prove identity
2. Each applicant must qualify **individually, except for combining household income.**
3. False, incomplete, or misleading information will result in denial.
4. Applicants who currently use illegal drugs will be denied.
5. If illegal drug use is discovered after move-in, the tenancy will be terminated.
6. Any applicant who poses a **direct threat** to the safety of others or the property will be denied.

4. Income Criteria

1. Total monthly household income must be at least **2 times the monthly rent.**
2. Income from all financially responsible applicants may be combined.
3. Employment income must be **verifiable for the past 12 months.**
4. Co-signers are not accepted by EvergreenPM.
5. The application will be denied if the legal source of income cannot be verified.
6. Self-employed applicants must provide:
 - Business verification through the state, and
 - The previous year's tax return

5. Rental History Criteria

- Applicants must have one year of **verifiable rental history** with an unrelated landlord or proof of homeownership or **mortgage payments.**
 - If rental history or home ownership cannot be verified, the application will be denied.
 - If rental history can be verified but is less than 12 months, we will require an additional deposit equal to 50% of one month's rent.
 - **If current/past landlord fails to give reference within three business days** or current or previous landlord gives a negative reference, application will be denied.
- Any combination of 3 or more of the following will result in denial:
 - Late or non-payment notices in one year.
 - Dishonored (returned) checks in one year.
 - Unpaid balances owed to a landlord or mortgage company.
 - Serious lease violations in the past two years.

6. Eviction History

- Applicants must have **5 years of eviction-free history.**
- Evictions that were dismissed or ruled in the applicant's favor are not counted.
- Applicants may provide documents explaining past evictions for review.

7. Credit Criteria

- A poor credit history showing a consistent, ongoing pattern of payment breaches and resulting in a credit score of 650 or less will result in a denial.
- **Five or more unpaid collections** (excluding educational or medical collections) will result in denial.

8. Bankruptcy Criteria

- Chapter 7 bankruptcies within the past **1 year**, or current/pending bankruptcies, will result in denial.
- Negative debts following bankruptcy, or multiple bankruptcies, will result in denial.
- Chapter 13 bankruptcies may be approved if:
 - They are over **3 years old**, are in good standing, and no new negative debts exist

9. Criminal Conviction Criteria

EvergreenPM follows **ORS 90.303** and fair housing laws.

- Arrests that did not result in a conviction are **not considered**.
- Expunged, dismissed, juvenile, or legalized offenses are **not considered**.

Automatic Denial (subject to review when required by law):

- Serious felonies such as murder, rape, kidnapping, arson, violent sex crimes, or drug manufacturing/distribution
- Lifetime registered sex offenders

Time-Based Conviction Review:

- Felonies within the past **7 years**
- Misdemeanor convictions involving violence or conduct that may pose a risk to the safety of others within the past five **5 years**
- Property or theft-related misdemeanors within the past **3 years**

Individual Criminal Conviction Review Process

When an individual review of a criminal conviction is requested, EvergreenPM will review:

- Time since the offense
- Age at the time
- Rehabilitation efforts
- Rental history before and after
- Employment and stability

Applicants may submit letters, proof of employment, training certificates, or personal statements to assist in the review process.

10. Fair Housing Statement

Evergreen Property Management does **not discriminate** based on:

- Race, color, religion
- Sex, sexual orientation, or gender identity
- National origin
- Marital or family status
- Source of income
- Any other protected class under the law

11. Pet Policy

Not all Evergreen Property Management properties accept pets; see the property ad for more information.

- Up to two pets are allowed upon approval, unless otherwise stated in the ad.
- 50 Lbs. or under unless otherwise stated in the ad.
- The following breeds are prohibited due to insurance limitations on liability: Pit bulls and Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, Wolf-hybrids, or any mixed breed containing any portion or characteristic of those breeds.

APPROVED APPLICANTS ONLY:

- If the property you have applied for allows pets, the security deposit shall be increased by \$500 per pet.
- Approved applicants must complete pet screening. They must provide verifiable proof from a veterinarian that any pet over one (1) year old has all current vaccinations, is neutered or spayed, and is licensed.
- The Pet Screening application fee is \$30 per pet. Emotional Support Animal (ESA) screening is free. The Pet Screening fee is paid directly to the 3rd party pet screening company.