



Evergreen Property Management, Inc  
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## 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**.

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### 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.
- The following will result in denial:
  - Three or more late or non-payment notices in one year.
  - Three or more dishonored (returned) checks in one year.
  - Unpaid balances owed to a landlord or mortgage company.
  - Three or more 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.