



## TENANT SCREENING POLICY & RENTAL APPLICATION PROCESS

Thorough screening is crucial to the successful rental of a unit. Trilliant Property Management (TPM) requires all applicants fill out a detailed application and submit it for processing/approval. A credit check is not enough! Our company conducts a careful review of an applicant's credit, income and tenant history or ownership. This signed document should accompany your rental application unless you are submitting your application online through our website: [www.trilliantnw.com](http://www.trilliantnw.com).

It is TPM's policy to provide a standardized guideline for screening and accepting tenants. These guidelines ensure all applicants are treated fairly and equally, eliminating the possibility of discrimination in rental decisions and to accept only responsible tenants who pay rent on time and maintain the rental property.

## MINIMUM RENTAL CRITERIA

Each applicant must meet Minimum Rental Criteria before and during the application process. The requirements are detailed below:

- No Terminal or Negative items as outlined in this policy without extenuating circumstances and an exception being made by one of our licensed staff members
- Income should be a verifiable 2-3x monthly rent for the unit in which the applicant is applying
- Minimum credit score of 720 per adult applying (without additional security deposits being required)
- Minimum of one-year verifiable rental history for all applicants
- Minimum of one-year verifiable employment history for all applicants who normally work and are providing pertinent income on the application
- Additional requirements as listed below in General Requirements section must be met through the application process

## ADDITIONAL SCREENING POLICY

We screen and verify each applicant's: work history, current employer, residential references, residential history, criminal background check, credit check, and we conduct income verification. Each applicants screening report will be reviewed for four types of information:

- Minimum Rental Criteria
- Terminals
- Negatives
- Requirements

All screening criteria categories apply to all applicants and their household members.

- If any single Terminal item is found, without extenuating circumstances, the application will be denied
- If Negative items are found, without extenuating circumstances, the application may be denied, or an increased security deposit may be required

All requirements must be met. If there are extenuating circumstances surrounding a Terminal or

Negative Item and an exception is made for the applicant, they may be subject to additional security deposits as outlined in the policy below.

## GENERAL REQUIREMENTS

- Completed and signed Rental Applications from all occupants over 18 years of age
- Non-Refundable Application Fees for all Rental Applications (\$60 per applicant over 18 years of age)
- Proof of ability to pay rent: copies of current paycheck stubs, tax returns, bank statements as required (see list of acceptable documentation below) submitted to TPM
- Copy of Government Issued Photo ID or Driver's License for each adult (over the age of 18 years of age) in the residence
- 12 consecutive months of verifiable rental history or other indication of responsible property upkeep

Incomplete applications, omissions or misrepresentation on the Rental Application are grounds for denial of the application.

## TERMINALS

- Any bankruptcy that has not been fully discharged or dismissed; no exceptions
- A total of \$5,000 or more in unpaid collections or accounts charged-off in the last 5 years, excluding medical debt, foreclosure debt, and student loan debt
- Negative or incomplete rental references
- Any collection filed with a property management company or landlord
- Any filing of an eviction action (unlawful detainer) in the past 3 years
- Any current 72-hour Notice of Non-Payment of Rent or Notice to Move-With-Cause
- Any income level less than 2.75 times rent of the unit applied for
- Any applicant who does not cooperate in all aspects of the application process
- Reasonable likelihood any household member or guest will interfere with the health, safety, security, or the right to peaceful enjoyment of the resident community or cause damage to the property

## NEGATIVES

- Any income level less than 3 times the rent of the unit applied for
- A total of 3 or more 30-day late payments in the last 12 months
- Any single account that has more than three 30-day late payments within the last 3 years
- Any collection, charge-off, judgment, bankruptcy or lien within the last 5 years (excluding medical, student loans or foreclosures)
- Any instance of a security deposit not returned due to damage to the rental unit (beyond normal cleaning)
- Any instance of property Notice to Vacate not being given to a previous Landlord
- Any Landlord reference that cannot be verified
- Credit score of 720 or below (allowable with additional deposit)
- Any filing of an eviction action older than 3 years but in the past 10 years requires an additional deposit

## **SECURITY DEPOSIT POLICY**

Standard Security Deposits vary by unit and are uniquely determined per property, owner and location. The deposit listed on a vacancy is the standard deposit required for any applicant who meets our Minimum Rental Criteria and has no Negative or Terminal extenuating circumstances.

Additional security deposits are required as follows:

- Any one Negative/Terminal items exception up to 1.5-2x normal security deposit
- Any 2-3 Negative/Terminal items exceptions up to 2.5x-3x normal security deposit

## **SCREENING EXCEPTIONS POLICY**

All exceptions are given on a case-by-case basis and require the approval of the management team. No single member can make a promise that is required to be enforced by the company. All decisions require a majority team property manager vote before being allowed. All speculative answers given over the phone during conversations for application questions and answers are given to the best of the TPM employee's knowledge but contains no guarantee. All TPM employees make a sincere effort to speak as carefully and accurately as possible.

## **CO-SIGNER/GUARANTOR POLICY**

TPM normally does not accept co-signers. TPM policy is that the applicants should have the ability to rent on their own merits. However, sometimes there are conditions that may warrant taking a co-signer on a property. A guarantor may cure qualification issues regarding negative credit, insufficient income or lack of rental history. The guarantor must:

- Be an immediate family member living in the state of Oregon
- Submit an application
- Have a minimum income 6x the monthly rent
- Have excellent credit history (no late payments, liens, judgments, or bankruptcy in the last 7 years)

## **PROOF OF INCOME REQUIREMENTS**

- Individuals who are employed and receive an hourly or salary wage should submit the 2 most recent paystubs. New employment must submit an offer letter on company letterhead stating starting date and compensation
- Self-employed applicants must provide 3 months of the most recent company bank statements and the most recent year's tax return
- Retired applicants must provide 3 months of the most recent bank statements showing monthly direct deposit of payment OR the documentation indicating their monthly income (government letter of social security, disability or other income)
- Applicants using income from assets must provide the most recent account statement(s) showing at least 3x the monthly rent multiplied by the number of months in the lease term
- Unverifiable income is not considered

## **RESIDENCY VERIFICATION REQUIREMENTS**

- A minimum of 6 months rental history is required if Applicant is not moving from a home they

owned

- College students may qualify without rental history only if all other criteria are met  
NOTE: A parent guarantor may be required for college students
- Relatives are not acceptable rental references (exceptions to this may include if you are moving directly from a home they currently own)

#### APPLICATION SELECTION CRITERIA POLICY

Applicants understand more than one application may be received on a property. TPM does not select residents on a "first come, first serve" basis. If more than one application is submitted at the same time (or similar time), approval is based on a best-qualified basis and on the property requirements. The property will remain on the market during the application process and will only be taken off the market when a signed Holding Deposit Agreement and Holding Deposit (50% of the security deposit) has been received by Trilliant Property Management.

If you have questions concerning the application process, please contact Trilliant Property Management at (503) 308-4498.

#### ANTI-DISCRIMINATION POLICY

No applicant shall be declined based on their race, sex, religion, marital status, family status, age, or by any other method of discrimination by treating one person or group different than other persons or group who have the same characteristics, or by any laws, legal codes, or regulations that prohibit discriminatory practices. It is the policy of Trilliant Property Management to actively pursue and offer equal housing opportunity for all persons regardless of race, color, religion, sex, national origin, family status, disability, or any other federal, state and local laws regarding fair housing.

_____	_____	If this application to rent is approved, Applicant acknowledges and accepts they will be required to show evidence of current Renter's/ Tenant Insurance policy (prior to receiving keys to move in) with a minimum of \$100,000 of structural damage coverage and adequate liability coverages, and if a pet is approved, must be also include provisions for pet damages or personal injuries. Contacts and referrals are available in our office if you need reasonable resources for Renter's/Tenant insurance.
Initials	Initials	

The information on my application is true, correct and complete to the best of my knowledge. I hereby authorize Trilliant Property Management to verify the above information and obtain a consumer or investigative credit report before, during or at any time after my tenancy. I understand that the \$60.00 applicant fee for verifying my application is not a deposit or rent and will not be applied to future rent or refunded even if the application to rent is declined or not approved for any reason.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date