



PO Box 5014, Salem, OR 97304 – Office/Fax: 503-315-7116

APPLICATION SCREENING GUIDELINES

APPLICATION PROCESS

- We offer an application form to everyone. **The application fee of \$ _____ (TBD) per person is non-refundable.**
- We review completed applications in the order in which we receive them. We may require up to 3 business days to verify information on an application.
- **Falsification or misrepresentation of any part of the application will be grounds for denial.**

SCREENING GUIDELINES

Complete Application

- Each applicant over the age of 18 must submit an individual application.
- Applications must be signed and dated. We will not review incomplete applications.
- Applicant(s) must show at least one piece of government-issued identification that includes a photograph.
- We will accept the first qualified applicant(s).

Prior Rental History

- Favorable rental history of 6 months must be verifiable from unbiased and unrelated sources.
- No evictions within the past five years. We do not consider evictions which took place five years or more ago, nor do we consider evictions which resulted in a dismissal or general judgement for the applicant.
- Applicants must provide the information necessary to contact past landlords.

Income/Resources

- Household income shall be at least 3 times the rent (*excluding utilities*). Income must be verifiable through pay stubs or employer contact; award letters for Social Security, alimony, child support, welfare, utility, or housing assistance; current tax records; or bank statements. Applicants must have at least one year of verifiable employment, or employment in a related position of 6 months.

Credit History

- Credit worthiness will be determined by a credit report. Negative credit reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgements, total debt load, and bankruptcy.

Criminal History

- Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety, or right of peaceful enjoyment of the premises of the residents, owner/agent.
- Effective 1/1/2020, landlords are subject to the following changes in screening guidelines:
 - When evaluating an applicant, the landlord may not consider drug-related convictions based solely on the use or possession of marijuana.
 - When evaluating an applicant, the landlord may not consider the possession of a medical marijuana card or status as a medical marijuana patient when determining the suitability of an applicant. Affordable housing providers subject to federal laws prohibiting the use or possession of marijuana (including medical marijuana) by resident on the premises may continue to enforce those rules with their residents.

Explanations & Exceptions

- All applicants may submit a written explanation with their application if there are extenuating circumstances which require additional consideration.
- If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.
- Exceptions may be made for applicants with increased deposits or qualified co-signers at the sole discretion of the Owner/Agent.
- Applicants may be rejected based on the demeanor in which they treat the Owner/Agent or other parties present.

Security Deposits & Co-signer Criteria

- The security deposit is a **non-refundable** fee prior to move-in. The reserved unit will only be held for 1 week after the unit is rent-ready then the rental agreement and rent will start. **This security pre-payment will not be refunded if applicant does not take possession of the unit.**
- Co-signer agrees to take full liabilities for the person(s) to whom they are co-signing for. All applicants must qualify on their own.

Limitations

- Parking is limited to one space per unit with a second space available with approval of manager. There is no available parking for trailers, boat trailers, RV's, large trucks, etc. If your vehicle is illegally parked it will be towed. Tenants must displace parking tags on their vehicles.

APPLICANT SIGNATURE _____

DATE _____



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This letter is to inform all persons applying for an apartment of the following information:

Prior to Riches Management receiving your “**Non-Refundable**” application fee, applicant(s) must inform the Landlord/Agent of all the names they have gone by and all the states the applicant has lived in. The application fee amount will be determined by which state(s) and how many names must be ran to get an accurate credit report. This amount will be given to the applicant upon request \$_____. The amount may vary depending on the information provided by the applicant.

We “pre-screen” all applicants prior to taking the application fee. We ask if there is anything on the applicant’s credit report as in any prior evictions or arrests and about the applicant’s credit history. Once the applicant has applied for an apartment, a service has been provided and the application fee is “**Non-Refundable**” and will **NOT** be returned.

The “Security Fee” of \$ _____ is also “**Non-Refundable**” prior to the move-in. Once the security fee has been paid to hold an apartment, if the applicant changes their mind prior to moving in, the security fee will **NOT** be refunded. Once the applicant takes possession of the unit, the security fee becomes the security *deposit* and will remain with the property until the unit is vacated, less any damages of fees owing.

This notice is given to all persons applying for any apartments owned and operated by Riches Management.

By signing this letter, applicant(s) acknowledge they understand the aforementioned information.

Applicant Signature

Date

Applicant Signature

Date