

NOTICE TO APPLICANTS FOR RENTAL

We do business in accordance with Federal Fair Housing Law and do not discriminate against Applicants due to race, color, religion, sex, national origin, handicap or familial status.

Applicant Screening and Selection Process

All Applicants for rental must complete a written rental application, provide current photo identification and shall be subject to background screening including verification of income, employment, rental history, credit history and criminal background including sex offender registration.

A non-refundable screening fee of \$50.00 will be charged each Applicant to cover the cost to complete the background screening.

PROVIDING FALSE, INCOMPLETE OR INACCURATE INFORMATION IS
GROUNDS FOR DENIAL OF YOUR APPLICATION.

The services of the following company will be utilized by the Owner/Agent as part of the background screening:

**Background Investigations
27600 SW 95th Avenue
Suite 100
Wilsonville, OR 97070
Phone: 503 639-6000**

Information provided by the company listed above will be used in the decision to accept or deny your application. If you dispute the accuracy of information provided you may contact them directly.

Criteria for Residency

Occupancy Standards

Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing.)

Two persons are allowed per bedroom.

Pet Policy

No pets allowed (pets used to assist blind, sight, hearing impaired and other approved assistance animals excepted).

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Employment

Applicant(s) employment including lack of employment, temporary or irregular employment and length of time employed will be considered in the Applicant screening process.

No employment, employment of less than three consecutive months with the same employer, temporary or irregular employment may result in denial of the application.

Verification of employment will generally be made by contacting the employer. Self employed Applicants may be verified through state corporation commission, and may be required to submit the previous year's tax returns.

Income

Monthly income should be equal to three times stated rent, and must be from a verifiable, legal source.

Income which is temporary or irregular may result in denial of the application.

Rental History

Applicant rental history including length of rental history, payment history, history of disturbances, delinquencies, evictions, damages, etc. will be considered in the Applicant screening process.

Absence of Owner/Agent references, failure to provide verifiable references or negative references may result in denial of the application.

Verification of rental history will be made by contacting current and/or prior Owner/Agents.

Credit History

Applicant(s) credit history including extent of credit, payment record, recorded or unrecorded FED's, collections, judgments, bankruptcy and debt to income will be considered in the Applicant screening process.

No credit history, limited credit history, record of slow payments, recorded or unrecorded FED's, collections, judgments, bankruptcy and/or a high debt to income ratio may result in denial of the application or Owner/Agent may require additional security deposits.

Criminal Background/Sex Offender Registration

Upon receipt of the rental application and screening fee, Owner/Agent will conduct a search of public records to determine whether the Applicant or any proposed tenant has been convicted of, or pled guilty to or no contest to, any crime.

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(Criminal Background continued)

Any of the following shall be grounds for denial of the rental application:

- a) A conviction, guilty plea or no contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), or Class A felony burglary or Class A felony robbery; or
- b) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any other felony charges; or
- c) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any misdemeanor or gross misdemeanor involving assault, intimidation, property damage, or weapons charges or that is sex-related or drug-related (sale, manufacture, delivery or possession with intent to sell) or
- d) A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last three years, for: any B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, or prostitution.

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

Registration as a sex offender, either on or off supervision, will result in denial of the application.

Screening Time Line

The typical application screening process takes between 1 and 3 business days to complete, but may take longer in some cases. You may be contacted to provide additional information during the screening process to complete the evaluation. If so, you will have a period of 48 hours to provide the required information or the unit applied for will be released for rental to the general public.

Approved Applicants

Approved Applicants will be required to complete an *Agreement to Execute Rental Agreement* and pay an execution deposit within 72 hours of approval. If the Applicant pays the balance of monies due at move-in and executes a Rental Agreement, Owner/Agent shall apply the execution deposit towards total monies due at move-in.

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If Applicant fails to pay the balance of monies due at move-in and/or fails to execute the Rental Agreement, Owner/Agent shall retain the execution deposit.

If possession of the unit cannot be delivered to Applicant on the date specified, the execution deposit shall be returned to the Applicant unless Owner/Agent and Applicant extend the date on which the unit will be delivered to Applicant.

Conditionally Approved Applications: Your application may be approved, but with conditions. Certain conditions may require you to provide additional information. If so, you will have a period of 48 hours in which to provide the additional information or the unit applied for will be released for rental to the general public.

Denied Applicants

If your application is denied, you will be provided a Denial Letter indicating the reason(s) for denial and the unit applied for will be released for rental to the general public.

Appeal Process: You may request the Owner/Agent review its decision to deny your application. To do so, submit a written request for review as verbal appeals will not be accepted. Mail or fax your appeal request using the address and/or fax number listed below. Please include reasons you believe your application should be reconsidered and any supporting evidence for your position.

Write to: TOKOLA PROPERTIES
P.O. Box 1620
Gresham, OR 97030
Fax to: (503) 489-2260

Your letter of appeal must be postmarked or faxed within 72 hours of the date of your denial letter. Within 10 working days of receipt of your letter of appeal, your application will be reviewed by the Owner/Agent and you will be notified in writing at your last known address of the Owner/Agent's decision. If approved, you will be eligible to rent, but will be subject to the availability of units at that time.