

## **SINGLE FAMILY HOME RENTAL CRITERIA**

### INCLUDING MULTIFAMILY PROPERTIES WITHOUT AN ONSITE MANAGER

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At The Management Group, Inc., we are committed to providing equal housing opportunities. We uphold a policy of non-discrimination based on race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability, or source of income. Our practices fully comply with all applicable federal, state, and local Fair Housing laws. When processing rental applications, we follow a structured approach to ensure fairness.

- One application is valid for ALL our properties. Please submit only one application at a time per 60 days.
- It will take approximately 24-48 hours to be fully approved; however, that is dependent on the receipt of necessary information from all parties involved in the process.
- If we receive multiple applications for the same property, they may be screened at the same time. However, each application will maintain its original submission order within our system.
- Applicants who meet the screening requirements will be invited to proceed with the leasing process based on the order in which their applications were received.
- If you are offered a lease, you will need to promptly pay a deposit to secure the property and complete the lease package. Failure to do so within the specified time may result in the application being denied, and the opportunity will then be extended to the next qualified applicant in line.

## **GENERAL INFORMATION**

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1. Online and paper application fees for all properties are \$50-\$65 per adult.
2. Each applicant will be required to complete an application individually.
3. The following documentation will be required within 24 hours of applying:
  - a. Government-issued photo ID.
  - b. Proof of income: Your most recent paystub in PDF format OR three (3) months of bank statements in PDF format from the account your payroll check is deposited into (please include total deposit summaries).
  - c. If you are relocating or changing jobs, please provide an offer letter.
  - d. Photo of pet (for pet-friendly homes only).

4. Withholding or falsifying information will be grounds for denial of the application.
5. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction proceedings will commence.
6. Tenancy will be denied for any individual who constitutes a direct threat to the health and safety of any individual, the complex, or the property of the others.
7. All information collected in the application, credit report, and supporting documentation will be used to determine qualification.
8. The Management Group, Inc. does not accept comprehensive reusable tenant screening reports. Upon submission of the completed rental application, a credit evaluation will be conducted using the consumer reporting agency provided on the rental application.

## **DEPOSITS**

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### **Security Deposits**

1. A standard security deposit is required to secure a home at all TMG properties. The deposit amount may vary based on the size or type of the property.
2. In the City of Portland, the security deposit will not exceed one month's rent. If additional deposits are required due to risk factors, the total deposit may not exceed an additional half-month's rent.

### **Pet Rent, Deposits, and Fees**

1. Pet deposit amounts vary depending on the property and factors such as pet size/weight, age, and type. The range is typically \$500-\$800 per pet.
2. In Washington, an additional non-refundable pet fee of \$150 per pet is required.
3. Pet rent is \$35/mo per pet, but can vary depending on the property.

### **Additional Deposits Due to Risk Factors**

1. Additional deposits may be required based on certain risk factors and will be determined per applicant party.
2. Apart from the standard security deposit and pet deposits, the maximum additional deposit due to risk factors will not exceed the equivalent of one month's rent per applicant party.
3. For properties in the City of Portland, the maximum total deposit—including additional deposits due to risk factors—will be capped at one-half month's rent per ORS 30.01.087 Security Deposits.

## **SIGHT-UNSEEN LEASING**

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If you wish to secure a property before it's made available to view, the application process remains the same, including the holding deposit policy. Please read Our Rental Application Process handout for detailed information (also available at [TMGNorthwest.com/application-process](http://TMGNorthwest.com/application-process)).

## **OCCUPANCY POLICY**

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Occupancy guidelines are based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet, and is configured to take the need for a fire exit into account.) The general rule is two persons are allowed per bedroom, plus one additional occupant for the overall household.

## **ROOMMATES CLAUSE**

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If one roommate qualifies, and another does not (income or credit qualifications only), the primary roommate (who qualifies under this criteria) may lease the property with the non-qualifying roommate listed as a conditional roommate, and subject to additional deposits, with the stipulation that if the qualified roommate moves, the conditional roommate would have to qualify on their own, find another qualified roommate, or vacate the property. This does not apply to a roommate that has any of the immediate disqualifications or does not pass the criminal conviction criteria.

## **CO-SIGNER POLICY**

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If applicant(s) do not meet the income and/or credit requirements, an immediate family member or guardian may co-sign for qualification purposes. Co-signers must have a credit score of 700 or above, income of 5 times the monthly rent, and pass the residential history and criminal background checks.

## **CREDIT SCORE AND INCOME CRITERIA**

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1. A minimum credit score of 600 is required. A credit score between 600-699 will require a \$500 additional security deposit. 700+ may be approved with normal security deposit and fees.
2. Discharged Bankruptcy reporting the last 5 years requires an additional deposit equal to one month's rent. Current active bankruptcies will be denied.
3. Household monthly income should be equal to two and a half (2.5) to three (3) times the stated rent (dependent on property type), and must be from a verifiable, legal source. If your income does not meet this, you will not qualify.

4. Current paystub OR 3 months of full bank statements, no omissions.
5. Self-employed applicants will be verified through state corporation commission and will be required to submit the previous year's tax returns.

## **RENTAL HISTORY**

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1. Twelve (12) months of verifiable contractual rental history from a current, non-relative, third-party landlord or home ownership is required. Supplemental documents such as a rent ledger may be accepted and must include the names of all leaseholders.
2. If prior rental history references are not released within 24 hours, additional deposits will be required.
3. Rental history reflecting any past due or unpaid balances to a landlord will result in denial of application.
4. Three or more late payments and/or notices of nonpayment of rent within the last 12 months will result in denial of application.
5. Two or more dishonored checks within the last 12 months will result in denial of the application.
6. Rental history including two or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past 12 months will result in denial of the application.
7. Tenants are required to be eviction free for the past 5 years.
8. Mortgages in arrears will be denied.
9. Upon approval of an Applicant Party and within 24 hours of receiving the Deposit to Secure Occupancy documents, the agreement must be signed by all tenants and the security deposit must be paid to secure the rental property. If not received within 24 hours, TMG will proceed to the next applicant(s) in line.

## **CRIMINAL CONVICTION CRITERIA**

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Conviction of any crime that is of a nature that would adversely affect the property of the landlord or a tenant, or the health, safety, or right of peaceful enjoyment of the premises of residents, the landlord, or the landlord's agent will be taken into consideration.

A single conviction for any of the following will be grounds for denial of the Rental Application:

- Felonies involving murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.

- Felonies not listed above involving: drug-related crime, person crime, sex offense, crime involving financial fraud, including identity theft and forgery, or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety, or right of peaceful enjoyment of the premises of the residents, the landlord, or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- Misdemeanors involving drug-related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.

Misdemeanors not listed above involving theft, criminal trespass, criminal mischief, property crimes, or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect the property of the landlord or a tenant or the health, safety, or right of peaceful enjoyment of the premises of the residents, the landlord, or the landlord's agent, where the date of disposition has occurred in the last 3 years.

## **INDIVIDUAL ASSESSMENT**

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If any applicant has a conviction in their past which would disqualify them under these criminal conviction criteria and desires to submit additional information to TMG along with the application so that TMG can engage in an individualized assessment upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant(s) may request a review process after denial.

TMG will engage in an individualized assessment of the applicant's convictions if applicant has satisfied all other criteria, and applicant has submitted supporting documentation prior to the public records search; or applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- Letter from parole or probation office
- Letter from caseworker, therapist, counselor, etc.
- Certifications of treatments/rehab programs
- Letter from employer, teacher, etc.
- Certification of trainings completed
- Proof of employment
- Statement of the applicant

TMG will consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. TMG may request additional

information and may consider whether there have been multiple Convictions as part of this process. TMG will notify applicant(s) of the results of TMG's review within a reasonable time after receipt of all required information.

## IMMEDIATE DISQUALIFICATIONS

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- Credit score under 600
- Active, non-discharged bankruptcy action
- Withheld or Falsified information
- Eviction less than 5 years (and not included in bankruptcy)
- Housing-related debt
- Rental reference that would not re-rent for documented reasons
- Conviction of any crime that requires lifetime registration as a sex offender

## RESTRICTED PET BREEDS

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The Management Group, Inc. is pet-friendly and we understand the important role your furry companion plays in your life. Breed and animal restrictions will vary by each individually owned property. Please review the list below of animals (and any hybrid or mixed breed thereof) that are strictly prohibited:

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|---------------|------------------------------|---------------------------------------|
| • Pit Bull    | • German Shepherd            | • Ferrets                             |
| • Rottweiler  | • Terrier (Staffordshire)    | • Skunks                              |
| • Malamute    | • American Bulldog           | • Raccoons                            |
| • Doberman    | • Wolf Hybrids               | • Squirrels                           |
| • Chow Chow   | • Presa Canarios             | • Rabbits                             |
| • St. Bernard | • Karelian Bear Dog          | • Birds (Parrots, Cockatiels, Macaws) |
| • Great Dane  | • Exotic Animals             | • Tarantulas                          |
| • Akita       | • Reptiles (Snakes, Iguanas) | • Piranhas                            |

Fish are welcome with the property owner's approval. If your tank is larger than 20 gallons, an increased security deposit may be required.

## DO YOU HAVE QUESTIONS? CONTACT OUR LEASING SPECIALISTS

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### VANCOUVER

7710 NE Vancouver Mall Dr  
Vancouver WA 98662  
(360) 892-4000  
info@tmgnorthwest.com

### PORTLAND

16520 SW Upper Boones Ferry Rd  
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Portland OR 97224  
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### TRI-CITIES

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Revised 01/13/2025