TMG Property Management Services NW

RENTAL criteria

MULTIFAMILY RENTAL CRITERIA

INCLUDING 55+ AND 62+ COMMUNITIES

At The Management Group, Inc. ("TMG"), 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

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 (front and back).
    b. Proof of income: Your most recent paystub in PDF format OR three 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).

e. Emotional Support/Assistance Animal documentation, if applicable.

4. Withholding or falsified 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 rental property, or the property of the others.
7. All information collected on the application, credit report, and supporting documentation will be used to determine qualification.
8. TMG 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

Security and Additional Deposits Due to Risk Factors – Washington and Oregon Properties

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. Additional deposits may be required based on certain risk factors and will be determined per applicant party. The maximum additional deposit may not exceed the equivalent of an additional one month's rent per applicant party.

Security and Additional Deposits Due to Risk Factors – City of Portland

1. For properties located in the City of Portland, the standard security deposit is based on the size or type of property and will not exceed one month's rent.
2. Additional deposits may be required based on certain risk factors and will be determined per applicant party.
3. Additional deposits may be paid in installments over a period of up to three months if reasonably requested by tenant(s). See ORS 30.01.087 Security Deposits.

Pet Deposits, Fees, and Rent

1. Pet deposits are $250 per pet.
2. In Washington, an additional non-refundable pet fee of $250 per pet is required.
3. Pet rent is $35/month per pet.

PET & EXOTIC ANIMAL POLICY

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

- Akita
- American Bulldog
- American Bully
- Belgian Malinois
- Cane Corso
- Chow Chow
- Dalmation
- Doberman
- Dogo Argentino
- German Shepherd
- Great Dane
- Karelian Bear Dog
- Malamute
- Mastiff
- Pit Bull
- Presa Canarios
- Rottweiler
- Siberian Husky
- St. Bernard
- Terrier (Staffordshire)
- Wolf Hybrids

Fish are welcome with the property owner's approval. Fish tanks larger than 20 gallons are not allowed.

The following exotic and non-traditional animals are not permitted:

- Ferrets, weasels, minks
- Free-roaming rabbits
- Parrots, cockatoos, macaws, and similar large birds
- Snakes
- Spiders
- Any non-contained animal
- Any animal setup that:
  - Creates excessive odor
  - Produces humidity impacting the unit
  - Requires unsafe electrical setup (heat lamps, excessive cords)

OCCUPANCY POLICY

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 people are allowed per bedroom, plus one additional occupant for the overall household.

CO-SIGNER POLICY

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 at least 700, pass the residential history and criminal background checks, and have income that is at least five times the monthly rent in Washington or three times the monthly rent in Portland. More than one co-signer is acceptable.

CREDIT SCORE AND INCOME CRITERIA

1. We obtain a credit report for each applicant. Credit history will be evaluated (which may include rent payment history) as an indicator of future rent payment performance. Screening is based on the highest credit score for group applicant parties. An unsatisfactory or insufficient finding will result in the requirement of an additional deposit, co-signer, or denial. Applicants are responsible for ensuring their credit history is accurate.
2. Discharged bankruptcy reporting in the last five years requires an additional deposit equal to one month's rent. An active bankruptcy case will result in denial.
3. Household monthly income must be equal to two and one-half to three times the stated rent (dependent on property type), and must be from a verifiable, legal source. If your income does not meet this requirement, you will not qualify.
4. Current paystub OR three 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 return(s).

RENTAL HISTORY

1. Twelve 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 five years.
8. A history of past-due mortgage payments will result in denial.
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

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 that involve: drug-related crimes, person crimes, sex offenses, crimes 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 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 seven 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 five 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 three years.

INDIVIDUAL ASSESSMENT

If any applicant has a conviction that 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 denial, applicant should do so. Otherwise, applicant 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 has submitted supporting documentation prior to the public records search; or applicant is denied based on failure to satisfy the 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 training 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

- Active, non-discharged bankruptcy action
- Withheld or falsified information
- Eviction less than five 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

DO YOU HAVE QUESTIONS? CONTACT OUR LEASING SPECIALISTS

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PORTLAND (Appointment Only)

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For more information, please visit our website at **TMGNorthwest.com.**

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