



SCREENING PROCESS FOR RENTAL APPLICANTS AND CO-SIGNERS

APPLICATIONS

1. We are an equal housing property manager. We offer an application form to everyone over 18 years of age. They can be found on our website visitnrc.com, in our Corvallis office, e-mailed or mailed first class upon request.
2. We review applications in the order in which we receive them. The application must be entirely filled out and include a copy of government issued non-expired photo ID, \$35 non-refundable application fee and copies of income sources.
3. The first set of applicants can pay with cash, credit/debit, check or money order. If the subsequent applicants are not screened because the first applicants were approved, NRC will return the subsequent applicants fee to them.
4. The second and subsequent applicants must pay with check or money order because we do not want to mail cash back for liability purposes and there is a charge to our office for credit/debit processing. If the fee is sent in the mail, your place in line will be determined by the date we receive it.
5. We have up to 72 hours to screen you and verify information. We will e-mail you to report approval or denial. You must provide instructions if you want to be notified other than e-mail. If we are unable to verify information on an application within 72 hours, the application may be denied. Please tell your references to respond promptly to our inquiries.
6. You will be required to pay the minimum-security deposit and sign the Deposit to Hold form for the dwelling within 72 hours of approval or agreed upon time at the time your application is submitted.
7. Inaccurate, incomplete or falsified information will be grounds for denial.
8. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a 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. Corvallis does not allow more than 5 unrelated adults in a dwelling.

INCOME CRITERIA VERIFICATION

1. Gross household income shall be at least three times the rent. Verification for income must be provided from pay stubs, pension statement and/or social security statements. If you receive public assistance or food stamps and wish for such income to be considered, you must provide an award letter.
2. Twelve months of verifiable employment will be required if used as part of the source of income. If you have been employed less than a year with your current employer, you may be given the option of adding a Co-signer. Co-signers must only meet the same income and credit criteria as applicants and not the past rental criteria or criminal criteria.
3. Self-employed applicants should provide year to date income/expense statements, and/or the previous year's tax returns schedules B, C & D and 1040 where appropriate.

PAST RENTAL CRITERIA

1. Minimum twelve months of verifiable contractual rental history from a current landlord or home ownership is required. University housing is acceptable. We may consider a Co-signer if the requirement is not met.
2. Four years of eviction-free history is required. Rental history reflecting past due and unpaid rent in the last 4 years, will result in denial of the application.

CREDIT CRITERIA

1. A non-existing score, score below 650 or adverse debt shown on your consumer credit report, may result in a denied application. An additional security deposit of at least \$500 may be considered upon written request and accompanied by an explanation from the applicant when the credit criteria is not met.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the completed rental application, we will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or pled guilty or no contest to the following: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery. If applicant has been convicted of any of the previous mentioned crimes, we will require further review of the applicant and do an individualized assessment. We will allow applicant the opportunity to present mitigating circumstances before adverse action is taken. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy. We do not discriminate against applicants with past criminal conduct that does not demonstrate a risk to resident safety and/or the protection of the property.

A single conviction, guilty plea, no contest plea or pending charge for any of the following may be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records. Any applicant currently using federally deemed illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.

- a. Class A felonies for murder, manslaughter, involving arson, rape, kidnapping, child sex crimes, where the date of disposition, release or parole has occurred in the last 20 years.
- b. Class A felonies not included above for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, criminally negligent homicide aggravated vehicular manslaughter and where the date of disposition, release or parole has occurred in the last 10 years.
- c. Class B felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, aggravated theft, where the date of disposition, release or parole has occurred in the last 7 years.
- d. Class C felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, theft, criminal mischief, coercion, animal abuse, where the date of disposition, release or parole has occurred in the last 5 years.
- e. Class A misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, unlawful possession of a firearm, possession of burglary tools, where the date of disposition, release or parole has occurred in the last 3 years.
- f. Class B misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, disorderly conduct, where the date of disposition, release or parole has occurred within the last 18 months.