



Holland Properties, Inc.

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Tenant Screening Criteria

In order to keep our properties great places to live, we carefully screen our applicants. Please review the screening criteria BEFORE applying and submitting your application fee, to ensure that you meet the qualifications to rent from us. If you have any concerns, please address them with us BEFORE you fill out the application. Unfortunately, the application fee is nonrefundable. Applications are not considered complete until received by each potential tenant; 18 and older, including co-signers (if applicable). The first completed application received will be processed and if approved, any back up applications will be returned along with the unprocessed screening fees. Property showings are done on a first come, first served basis. Where viewing the home is required; early applications will be held and processed in the order of showing. All applicants should contact a leasing agent before applying.

Holland Properties, Inc. does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability, Domestic violence victim status, age (over 18) or source of income. We comply with all federal, state and local laws concerning Fair Housing.

1) APPLICATION PROCESS

- a) We require that you (or your representative) view the inside of the property BEFORE completing an application. Occasionally sight unseen applications are accepted on a case by case basis but you must speak with a leasing agent first.
- b) Government issued identification with a photo will be required. Acceptable ID would be a Driver's License; State issued ID card, Passport.....
- c) We are unable to run credit reports and process applications without valid social security numbers and a current US address. Exceptions to this would be if the lease is under the name of a major Corporation, or if the applicants have documentation of residency, and the wage earner has applied for social security ID and can provide it prior to execution of lease.
- d) A non-refundable application fee of \$50.00 is required for each adult or emancipated minor, and must be paid in the form of cashier's check, money order or cash. Cash can only be accepted at the office of Holland Properties, Inc. The application can be submitted and paid for in person or online at www.hollandprop.com. This fee pays for the credit and criminal reports as well as the process of obtaining rental references. If no reports are run (due to already having applications), the fee shall be refunded, please allow 1-2 weeks for the banks to process your refund.
- e) Applicants must be able to enter a legal and binding contract.
- f) The denial of one applicant will result in the denial of all applications for that group.
- g) Incomplete applications could result in denial of application. Unpaid applications will NOT be considered.
- h) The application process usually takes 1-3 business days to process.
- i) Inaccurate or falsified information will result in denial of application.
- j) Upon approval of your application; we require the reservation deposit to be submitted within 24 hours. The reservation deposit is required to hold the property. The reservation deposit must be paid by cashier's check or money order. Once, the reservation deposit is paid and the receipt of deposit form is signed (by both parties), the deposit becomes non-refundable should you decide not to execute a rental agreement and occupy the property. Upon execution of lease agreement, the reservation deposit becomes the security deposit.
- k) Upon approved application, execution of rental agreement will be required within 10 days.
- l) To add an adult as a roommate or temporary occupant to an existing lease will require the submission of an application and \$50 for credit/criminal reports. Upon approval – a \$55 lease modification fee will be due.

2) SCREENING REQUIREMENTS

a) Income Requirements

- (1) Gross monthly household income must be at least three times the stated monthly rent. Income must be from a legal verifiable source. A co-signor may be accepted if the gross monthly income is within two and a half times the stated rent.
- (2) Monthly income must be verified by paycheck stubs, retirement documentation, spousal support/child support, trust accounts, social security, unemployment, Housing voucher, welfare (SNAP, Tanif...), or grants and loan documents. Newly employed applicants will be required to show offer letter of employment on corporate letterhead.
- (3) If the applicant holds a housing voucher; monthly gross income of at least three times their portion will be required. Income must be from a legal verifiable source.
- (4) Self-employed applicants must show a recorded business name or Corporate filing sufficient to meet verification of employment. Tax returns from the previous year and two months of recent bank statements, will be required to show current income.
- (5) Applicants without a source of income must show liquid assets equal to three times the annual rent.
- (6) The application will be considered, if the applicant is an adult student, and a legal guardian meets the screening criteria and is willing to be on the lease.
- (7) Co-signors (if required)
 - (a) A co-signor is only an option if your gross income is less than 3 times the rent, but is still at least 2.5 times the rent.
 - (b) A co-signor must submit a completed application with application fee.
 - (c) A co-signor must have excellent, established credit.
 - (d) A co-signors monthly income must exceed five times the stated monthly rent and meet all other credit criteria.
 - (e) A co-signor is responsible for all the occupants on the lease.

b) Credit Requirements

- (1) Good established credit (typically exceeding 600) is required. On specific homes this may be increased; if the minimum credit (FICO) score requirement is higher, it will be noted on the advertising for the home.
- (2) Any property related unpaid debt (including utilities) from a previous rental will result in denial of application.
- (3) Eviction within the last 5 years (of the application) or if you are in the process of eviction will result in denial of your application. If you prevailed in an eviction case or if the case was dismissed, it shall not be cause of rejection.
- (4) Collections, judgments, liens, garnishments, "past dues" etc. - will be considered with good established credit (600 credit score and above) under the following conditions:
 - (a) 2-3 items of past due accounts or collections, will require an additional security deposit equal to 25% of one month's rent... (All applicants combined)
 - (b) 4-5 items of past due accounts or collections, will require an additional security deposit equal to 50% of one month's rent. (All applicants combined)
 - (c) 6 or more past due accounts or collections (of all applicants combined) will result in denial of application.
- (5) A discharged bankruptcy or foreclosure/ short sale of your home within the last three years will require an additional security deposit equal to 25% of one month's rent. Credit score must be above 600.
- (6) "No Credit Score" can be accepted assuming no negative items. An additional 25% deposit will be required. In the case of "No credit score" the application will be denied if there are any negative items noted.
- (7) Medical collections DO count, unless no other negative items are showing on credit report and credit score is above 600.

c) Criminal History

- (1) Upon receipt of the Rental Application and screening fee, Holland Properties will conduct a search of public records to determine whether applicant or any proposed resident or occupant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime: person crime: sex offence: 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 residents, the landlord of the landlord's agent.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the Rental Application. If there are multiple convictions, guilty pleas or no contest pleas on applicant's record, Holland Properties may increase the number of years by adding together the years in each applicable category. Holland Properties will not consider expunged records.

- (a) Conviction of any crime of rape, child sex crime or requiring lifetime registration as a sex offender will result in denial.
- (b) Felonies involving: murder, manslaughter, arson, (sex offence, other than noted above) kidnapping, manufacturing or distribution of a controlled substances unless applicant provides evidence to Holland Properties that applicant has been crime-free for at least 15 years since the later of: i) the date of release from incarceration; or ii) completion of parole.
- (c) Felonies not listed above involving drug-related crime; person crime; sex offence; 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 landlords' agent. Unless applicant provides evidence to Holland Properties that applicant has been crime-free for at least 10 years since the later of: i) the date of release from incarceration; or ii) completion of parole.
- (d) Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- (e) Misdemeanors not listed above involving; theft, criminal trespass, 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 property of the landlord or a tenant or the health, safety or right peaceful enjoyment of the premises of the residents, the landlord or the landlords' agent, where the date of the disposition has occurred in the last 3 years.

d) Rental References

- (1) A positive current rental reference will be required totaling at least three or more years. Two years of rental history will be accepted with a positive current AND past rental reference from a third party source.
- (2) Three years of current positive mortgage payments can be substituted for rental references, and an inspection of your current residence may be required.
- (3) Rental references must be from a third party source, unrelated to the applicant.
- (4) Applicant must have been on the lease.
- (5) Rental history reflecting more than 2 late pays in the last 12 months, 72 hour notices, outstanding balance or documented complaints, may result in denial of application.
- (6) If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
- (7) A balance owed on a previous rental will result in denial of application. A paid balance will require an additional 25% deposit (with a positive rental reference).

3) PETS

If pets are permitted, an additional refundable security deposit, and/or monthly pet rent will be required. The following aggressive breeds (including, but not limited to) will NOT be allowed in any properties: Pit Bulls, American Staffordshire Terriers, Rottweilers, Doberman Pinschers, Wolf Hybrids or any mix thereof. All other pets must be pre-approved. No dogs under 6 months old will be accepted. A pet photo will be required with application.

4) OCCUPANCY POLICY

TWO persons are allowed per bedroom. An exemption will be made for a child under 2 years old- sharing a bedroom. Bedrooms are defined as a space primarily used for sleeping, with at least one window and a closet for clothing.

5) DISABLED ACCESSIBILITY

To accommodate a disability, the existing premises may be modified at the expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition prior to moving out. BEFORE any modifications can be made, Holland Properties, Inc. must approve all modifications in writing, and of the contractors performing the modifications. Any permits or licenses needed must be provided to Holland Properties, Inc.

6) REASONABLE ACCOMODATIONS

- (1) A person requesting a reasonable accommodation must submit the request in a manner that a reasonable person would understand to be a request for an exception, change, or adjustment to a rule, policy, practice, or service of a disability.
- (2) Landlord may request reliable disability-related information that is necessary to verify that the person has a physical or mental impairment that substantially limits one or more major life activities, describes the needed accommodations, and shows the relationship between the person's disability and the need for the requested accommodation. Information must come from a qualified professional familiar with tenant and tenant's disability.

7) Companion/Service/Assistance/Therapy Animal

- (1) Please be prepared to produce a letter from an authorized source describing how the animal serves a function directly related to your disability. The authorized source may be a medical professional, peer support group, a non-medical service agency or reliable third party. This individual must be intimately familiar with your personal history and the limitations posed by your disability.
- (2) Requests should be made via a "Reasonable Accommodation" form.
- (3) The source letter should be current
- (4) We will not charge additional security deposit, nor we will add any pet rent. But you are responsible for any damages from the animal and required to have it under your control at all times. The animal must be house broken and not have any history of aggression.

8) SMOKING POLICY

Our units are smoke free. Smoking of any type (including incense) will NOT be permitted in ANY of our units; including the garage. Growing marijuana on any part of the premises, including common areas is prohibited. Some properties allow smoking outside. None of the properties allow smoking of marijuana.

9) ACCEPTED APPLICATIONS

- a) Please make sure you transfer ALL utilities you are responsible for into your name as of the date of possession. This is important as some utilities may not be on and it can take several days to have utilities turned back on.
- b) Schedule an appointment to meet the leasing agent at the property for keys.
- c) **Any money due at move in must be in the form of cashier's check or money order.**

10) TERMS, CONDITIONS AND FEE STRUCTURE

- a) Application fee - \$50.00 per person over 18 years old or emancipated minors
- b) Late rent fee - \$75.00 if not paid by the 4th of the month
- c) NSF fee - \$35.00 (plus late fee if applicable) , plus any bank fees charged to landlord
- d) Unauthorized pet fee - \$100.00 per incident
- e) Smoke alarm/carbon monoxide detector tampering fee - \$250.00 per incidence.
- f) Non-compliance fee (pet waste, parking violation, non-payment of utilities, garbage, or improper use of vehicles on the premises)- at \$50.00 per incident. If accessed more than twice within the same year; \$50 plus 5% of the rent will be charged.
- g) Lease break fee – 1.5 times the monthly rent, in addition to concessions, or unpaid charges or damages
- h) Carpets will be professionally cleaned by a vendor selected by Holland Properties, Inc. before move in and the carpet will be professionally cleaned and the actual expense will be deducted from security deposit upon move out.

- i) Damages exceeding normal “wear and tear” caused by tenant during tenancy and upon move out will be charged to the tenant. The tenant can be charged for lost rental income during repairs if the required repairs exceed normal wear and tear.
- j) Tenant will be charged the prevailing maintenance rate if you request a lock change, lost key, if you or your pet causes damage while residing in the unit, if repairs are deemed to be tenant caused (i.e., clogged toilet or garbage disposal not related to malfunction of toilet or garbage disposal, etc.) or if you miss an appointment with a scheduled vendor.
- k) Renter’s Insurance (with at least \$100,000 coverage) will be required and proof of that insurance will be required at move-in; unless your household income is less than 50% of the area’s median income. We will request to be added as “Interested Parties” to the Insurance policy. Periodically, documentation may be requested to insure that the policy remains in place.
- l) Some properties may be subject to HOA rules and regulations. Tenants will be responsible for move in/move out fees imposed by the HOA.
- M) Tenants may be responsible for Municipal fees and Utilities Pass-Through charges.
- N) If a “Move In” is done within 5 days of the end of the month. Certified funds will need to include the pro-rated rent and the rent for the upcoming month.
- O) Holland Properties does annual inspections of the home. As required by law, you will be mailed a 24 hour notice (usually several days earlier). As a new tenant, your first inspection will be in 3-4 months, a follow up will be 6-7 months later and then annually; assuming no issues are noted. Photographs will be taken for records.

11) DENIAL POLICY

- a) If your application is denied due to negative or adverse credit, you may dispute the report by contacting the credit reporting agency listed on the denial letter in order to identify who is reporting unfavorable information and request it be corrected, if the information is incorrect.
- b) If you application is denied due to rental references or lack of verifiable income, that will be explained when you are contacted.
- c) If your application has been denied and you believe you qualify as a resident under the criteria outline above, you may write us at: Appeals Manager, Holland Properties, Inc. at 5295 NE Elam Young Parkway, Suite 110, Hillsboro, OR 97124. Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing. Your application will be reviewed within seven working days from the date your letter was received. You will be notified in writing of the outcome.
- d) Appeal of application denial for Criminal Conviction:
 1. If your application has been denied due to a conviction. An appeal can be submitted in writing if you meet all other application criterion. Please provide all supporting documentation with request.
 2. Supporting documentation can include: letter from Probation or Parole officer, Therapist, Counselor, Caseworker, Employer (with proof of employment) or a Certificate of trainings, treatment or rehab completion.
 3. The Appeals Manager will review your documentation for evidence of mitigating factors, age when convicted, tenant history, history since conviction, time since release or end of parole.
 4. Appeals Manager will supply results within reasonable time to applicant
 5. Unit will be held for a reasonable time during the appeals process. Unless an application was received for the home prior to the appeal process request.