**LAPRAY PROPERTIES, LLC RENTAL CRITERIA**

**IF YOUR APPLICATION IS APPROVED, ALL TENANTS MUST SIGN THE RENTAL AGREEMENT, SMOKE DETECTOR ADDENDUM AND MOLD & MILDEW ADDENDUM AND ALL CO-SIGNERS MUST SIGN THE CO-SIGNER ADDENDUM BEFORE ANYONE CAN MOVE IN. IF UNIT WAS CONSTRUCTED PRIOR TO 1978, ALL TENANTS MUST SIGN THE LEAD-BASED PAINT DISCLOSURE BEFORE ANYONE CAN MOVE IN.**

LAPRAY PROPERTIES, LLC (referred to as LP in this document) will rent to anyone who submits a completed application for any available unit; meets the standards set forth below; and agrees to abide by the rules and regulations set forth in the rental or lease agreement. FYI: All units are non-smoking units.

1. LP has a uniform rental capacity of two people (of any age) per bedroom per rental unit. Living rooms or other rooms without doors, exterior windows, and closets do not count as bedrooms. Therefore, no more than two people should occupy a one- bedroom unit, four people a two-bedroom unit, etc. Studio apartments are treated as one-bedroom units.

2. One person applying for a unit must be over 18 years of age. **All** persons 18 years of age or older wishing to occupy the unit must make application, pay the applicant screening fee, meet the rental criteria for the unit, and sign the rental agreement. **Even if the couple is married, they both must make application as stated above.** Distinction cannot be made because of marital status. All persons under the age of 18 wishing to occupy the unit must be listed on the application for and rental agreement and are the responsibility of the signers of the rental agreement. If the income of a person under the age of 18 is to be considered for the unit, that person must also make application and sign the rental agreement as stated above.

3. **Each applicant must provide a Social Security number/card and one piece of picture identification to be photocopied when making application.** Information given should pertain to the person who will occupy the unit. It is the responsibility of each applicant to provide all documentation requested. LP will not look up or search for telephone numbers or other information. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** If LP requests information, it must be provided within the specified time frame given. If the information requested is not provided within that time, the rental unit will be put back on the market and your application will become inactive.

4. **Each applicant must pay a non-refundable $50.00 applicant-screening fee before any application can be processed.** This fee is to cover costs of obtaining information as the applicant is processed for a rental agreement. The receipt of a fee together with a completed application for a specific unit will secure your place in line for that rental unit until you have been accepted or denied. Merely looking at or expressing an interest in the rental premises does **not** secure your place in line.

5. If you are currently renting a unit through LP, you may not be required to go through the complete screening process and pay another applicant screening fee, but you may be required to complete another application for to provide current information (no fee). If it has been longer than three months since you rented through LP, you will need to go through the complete screening process and pay another applicant screening fee. Your rental history with LP will be considered in the application process.

6. LP cannot reserve an upcoming rental unit without payment of the reservation deposit or a signed rental agreement. Once the application has been approved, the reservation deposit must be paid or the rental agreement must be signed within three working days (72 hours) to secure the rental unit, or the unit will be put back on the market. **Rent begins the day the rental agreement is signed.** Look carefully at the unit before applying and signing the rental agreement so that you are certain you want the unit. Remember, once you sign the rental agreement, whether you decide to move in or not, you must give LP a 30-day written notice of termination and you are responsible for the rent and fees due during those 30 days.

**APPLICANT SCREENING**

The applicant screening process may take as long as seven working days to complete. Print all information on the application form. Complete both the front and back of the application, sign the form, and be sure to print the address of the unit you wish to rent at the top of the form where indicated. **IF YOU GIVE ANY FALSE, INCOMPLETE, INACCURATE, OR UNVERIFIABLE INFORMATION ON YOUR APPLICATION, YOUR APPLICATION MAY BE DENIED OR YOUR TENANCY SUBSEQUENTLY TERMINATED.**

A. HOUSING HISTORY - An applicant shall provide information necessary to verify current and previous housing history for the last five years. You must give the name, address, and telephone number of your current landlord and your previous landlord(s) and the dates that you lived at each address. Use an additional sheet of paper if necessary. Do not leave gaps in your housing history. These references will be checked. A negative reference or any eviction is grounds for denial. Rental references from relatives, out of country housing, school facilities, or other institutions should be listed, but will not apply to the housing requirement.

If you do not have a rental reference of longer than three continuous months which can be verified, you may be required to pay two times the security deposit listed for the unit and/or have a co-signer for your account. If all occupants of the unit do not have rental references of longer than three continuous months, you may be required to pay two times the security deposit listed for the unit, and/or be required to have a co-signer for your account.

If you have been a homeowner, a mortgage payment history may be required.

B. INCOME REQUIREMENTS - You must have a legally obtained steady source of income. List all sources of income. If you are a student or person with sources of income other than steady employment, be prepared to provide current copies of any of the following that are relevant: financial aid contracts, student loans, scholarship or grant papers, a bank letter of bank statements of savings or checking accounts, veterans of social security benefits, or other pertinent information. If you have been employed at your current job for less than three consecutive months of if your employment is seasonal or temporary, or if your source of income fluctuates, you may be required to have a co-signer and/or pay two times the security deposit for the unit.

Income requirements are 3 times the amount of monthly rent for the unit in gross monthly income for most of our rental properties. Some of our rental units have different income requirements per the property owner’s request. You may be required to have a co-signer for your account.

**Co-Signers:** Each co-signer must complete a co-signer application form, meet the credit and income criteria for rental units, and have a gross monthly income of at least 5 times the total amount of monthly rent for the unit. Co-signers must sign a co-signer addendum before possession of the unit is given to tenant(s) and are bound by all terms and conditions of that agreement. Co-signers must live in the United States.

C. CREDIT WORTHINESS - Credit worthiness shall be determined from a credit report, which should reflect prudent payment history. LP purchases credit reports from Oregon Landlord Support Association, 4742 Liberty Road S. #309, Salem, Oregon 97302, 503-362-2023. Any recorded or unrecorded FEDs (eviction proceedings) may disqualify you immediately. Any unpaid collections or judgments shown may disqualify you. Missed or slow payments on accounts may disqualify you. A valid explanation may be considered if provided by the applicant.

You will be advised if your credit history is negative. LP will not provide a copy of the credit report to you. Oregon Landlord Support Association is not involved in the processing of our applications and will not be able to discuss them. The rental unit you applied for will be put back on the market while you are working with the credit report.

If you do not have a credit history, you may be required to have a co-signer and/or pay two times the security deposit for the rental unit.

D. ARRESTS AND CONVICTIONS - Any criminal history will be evaluated. Also, any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

E. DEMEANOR AND BEHAVIOR - The behavior and demeanor of applicants during the application process shall be considered.

**You will be advised if any aspect of the application process is negative and the application denied. The rental unit will be put back on the market immediately.**