

# APPLICANT SCREENING & SELECTION POLICY

YQC Properties LLC (YQC) is in total compliance with State and Local Federal Fair Housing Laws. No person(s) shall be discriminated against on the basis of race, religion, sex, disability, familial status, age, national origin, source of income, marital status or sexual orientation. Our goal is to be consistent and apply all of our criteria and regulations equally to all applicants.

As part of the applicant screening process, YQC Properties LLC will verify and obtain a Consumer Credit Report, Income/Employment Verification, Current and Previous Rental History or Home Ownership, and Criminal History.

You have a right to request a written summary of your rights under the Federal Fair Credit Act as well as a complete and accurate disclosure of the nature and scope of the applicant screening process. The request should be made to the landlord or credit reporting firm listed on the application.

## OCCUPANCY STANDARDS:

<u>Home Size</u>	<u>Maximum Occupancy</u>
Studio	3 persons
One bedroom	3 persons
Two bedroom	5 persons
Three bedroom	7 persons

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All persons 18 years or older who will be occupying the unit will be required to complete and sign a separate rental application. The screening of each rental application will be conducted at the expense of each applicant. **The applicant screening fee is non-refundable, regardless if the applicant is approved or denied.**

**\* *Comprehensive reusable tenant screening report is not accepted.***

All applicants shall be jointly and severally liable for the rental contract. Applicants must be legally able to enter into a binding contract, rental or lease agreement. Applicants are required to provide one piece of verifiable photo identification.

**All rental applications must be completely filled out and accompanied by required verification documents (i.e. paystubs, w-2's, all Housing Choice Voucher documents, etc.) within 48 hours of submittal. Incomplete rental applications will result in denial of the application.**

Every applicant must include a non-refundable applicant screening fee, rental applications will not be processed until the applicant screening fee is paid. **Upon the applicant(s) approval, a "Deposit to Secure Occupancy (WA)" or "Agreement to Execute Rental Agreement (OR)" will be signed by all applicants, and the required Security Deposit for the home or apartment must be paid in full within 24 hours to continue securing the home or apartment. At the time the Deposit is collected and deposited into YQC Properties Clients' Trust Account, the home or apartment will be taken off the market. The Security Deposit will NOT be refunded for any reason if applicant decides not to move in.**

Upon application's approval, tenant's rent start date must be determined: If the home or apartment is "rent ready"- the rent must start no later than five (5) days after the application approval date. If the home or apartment is still occupied or is not "rent ready", the rent must start no later than five (5) day after it becomes "rent ready".

YQC Properties uses a point system to qualify each applicant and uses the criteria listed below for the calculations. Additional deposits, if applicable, will be assessed using highest risk applicants score in a multiple application situation.

While your score may be sufficient to be approved, you may be required to pay additional security deposits, depending on your total score. If your application exceeds the number of allowable points your application will be denied and we will be unable to offer you residency at this time.

## RENTER'S INSURANCE:

Upon move in, and through the duration of tenancy, all tenants must provide proof of renter's insurance, which includes a minimum of \$100,000 legal liability for damage to the landlord's property. Tenant may purchase required insurance from an insurance agent of their choice. **The policy must add YQC Properties as an additional interest.**

*In the State of Oregon, if the household income is equal to or less than 50% of the Area Median Income, renter insurance is not required.*

## GENERAL STATEMENTS:

1. Each applicant will provide verifiable photo identification.
2. Each applicant will be required to qualify individually.
3. Falsified rental application information will be grounds for immediate denial.
4. Any applicant currently found to be using illegal drugs will be denied. If applicant is approved for residency and later found to be using illegal drugs it will result in immediate eviction proceedings.
5. Any applicant(s), who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
6. Any applicant who fails to meet the rental criteria in all four of the following areas; Credit, Income/Employment, Rental/Home Ownership will be denied unless a qualified co-singer can be provided or a higher security deposit will be required.
7. Co-signers must fill out an application; a non-refundable applicant screening fee must be paid. In order to qualify as a co-signer, you must fully meet all areas of the applicant screening criteria. Co-signers gross monthly income must equal five (5) times the applicants stated rent. Additional deposits may still be required with out-of-state co-signers. Co-signers will only be accepted for income purposes.

## CREDIT CRITERIA:

1. Negative or adverse debt showing on consumer credit report may require additional security deposits. (i.e. Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs). A co-signer may not be used for poor credit.

2. Standard deposit or additional deposit requirements will be determined based on your credit score.
3. Any outstanding housing related judgments or balances due not included in a bankruptcy applicant will be denied.
4. A current or non-discharged Bankruptcy will result in applicant being denied.

## **INCOME/EMPLOYMENT CRITERIA:**

1. Monthly household income must be equal to three (3) times the monthly stated rent. Applicants with household income equal to two and a half (2.5) times monthly stated rent may still qualify with higher security deposit.
2. Twelve (12) months of verifiable employment will be required. A higher security deposit will be required when verifiable employment is less than twelve (12) months.
3. Current paycheck stubs equivalent to one (1) month of income will be required.
4. Verifiable income will be required for unemployed applicants. (Verifiable sources of income may include, but is not limited to: Bank Accounts, Alimony, Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants and Loans). If an applicant is currently unemployed, but applicant meets all other areas of the criteria for approval, then applicant may qualify with a higher security deposit.
5. Self-employment applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements. Self-employed applicants will be required to show proof of income through copies of the previous two (2) years tax returns.
6. Applicant will automatically be denied if their source of income cannot be verified.

## **RENTAL CRITERIA:**

1. Twelve (12) months of verifiable contractual rental history from a current third party landlord or home ownership is required. A previous third party landlord reference is contributed to the rental criteria point system.
2. Home ownership will be verified through the applicants credit report and county tax assessor. Mortgage payments must be current.
3. Five (5) years eviction free history is required or applicant is denied.
4. Rental history reflecting any outstanding balance will result in applicant being denied.
5. Three (3) or more NSF, Late Fee, 3-Day Notice to Pay or Vacate, 10-Day Notice or Non-Compliances Notice within twelve (12) months will result in applicant being denied.

## **CRIMINAL BACKGROUND CRITERIA:**

1. Upon receipt of the rental application and screening fee, Owner/ Agent will conduct a search of public records to determine whether the applicant has been convicted of, or pled guilty to or no-contest to any crime.

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2. A conviction, guilty plea or no-contest plea for any felony involving theft, assault, death, prostitution, drug-related, weapons charges, sex crimes and/or child sex crimes, etc. may be grounds for applicant being denied.
3. If the felony is over seven (7) years old and is not related to murder, arson, drug manufacturing, or sex crimes it will not cause the applicant to be denied.
4. Any misdemeanor crime of the same nature (see Item 2) within the last three (3) years may result in the applicant being denied (exception: criminal vehicle or licensing records are not counted: i.e. DUI, Fishing w/o license, etc.). Any misdemeanor over three (3) years old will not cause the applicant to be denied.

### ASSISTED LIVING CRITERIA:

1. Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet screening requirements regarding criminal history or their application will be denied.

### DENIAL POLICY:

If your application is denied due to negative and adverse information through the screening process, you may:

1. Contact YQC to discuss the investigation result of your application.
2. If the denial was based on negative credit, contact the credit reporting agency listed on the denial letter to:
  - a) Identify who is reporting unfavorable information.
  - b) Request a correction of the information from the Credit Bureau.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to: YQC Properties LLC  
Attn: Equal Housing Opportunity Manager  
211 E 11<sup>th</sup> Street, Suite 102  
Vancouver, WA 98660

Your letter should include the reasons you believe your application should be re-evaluated and request a review of your file. Your application will be reviewed within seven (7) business days from the date your letter was received. You will be notified of the outcome.

**I/We have received and read YQC's Applicant Screening & Selection Policy.**

_____	_____	_____
Print	Signature	Date
_____	_____	_____
Print	Signature	Date
_____	_____	_____
Print	Signature	Date

