

Pacific Coast Management LLC

Tenant Screening

The Application Process:

- Qualified persons must be 18 years old
- \$45 application fee per adult
- A photo identification is required to verify applicant (s)
- **Inaccurate or falsified information on the application will disqualify the applicant**
- We do not discriminate on the basis of race, color, religion, sex, handicap, family status, or national origin.

Criteria:

- Employment History- steady and reliable source of income for at least 2 years. Employment must be verifiable including check stubs. Gross income of 2.5 times the rent is the minimum requirement for applicants. A history of frequent moving or instability of employment lends the application subject to review and possible denial.
- Self-Employment- you will need to provide documentation of payment or tax records to support your income.
- Rental History- verifiable positive rental history of at least 2 years is required and include:
 - Rent paid on time
 - No evictions
 - Evidence of non-disruptive or destructive behavior
 - Compliance with all rules and regulations of the lease

Credit History:

- A positive credit history is required; collections or delinquent accounts and charge-offs will be taken into consideration, but may require an extra security deposit. Repossessions or bankruptcies within the last 2 years will disqualify an applicant if poor credit history continues after the filing.

Criminal Background:

- Any applicant convicted of any drug or sex related crime, burglary, robbery, vandalism, or aggravated assault of other crimes against persons or property would not be accepted.
- A conviction, guilty plea or no-contest plea, ever for; any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession). A/felony burglary or class A/felony robbery; or
- A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for; any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or

Pacific Coast Management LLC
We observe all Equal Opportunity Housing regulations and Fair Housing Laws
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- A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for; any class B or C misdemeanor in the above categories or any misdemeanors in the above categories or any misdemeanors involving criminal trespass 1, theft, dishonesty, prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.
- Forcible Entry (FED) will result in the denial of an application.

Cosigner:

- A cosigner is required if the applicant does not meet the required criteria. Qualifications of cosigner; income 4 times amount of rent and 2 years of excellent rental/homeowner history and 2 years of flawless credit report.

References:

- References from relatives will not be accepted.

Disabled Accessibility Statement:

Pacific Coast Management LLC allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition.

Credit History/ Background Reporting:

Pacific Coast Management LLC employs the services of Citi Credit Bureau for reporting. If an application is denied based on information in your credit/background history you will receive a letter identifying the reason for denial. You will have the opportunity to contact the bureau regarding the information in the report. The application fee will not be refunded if you are denied.

Pets/No Pets:

It is up to the discretion of the owners of our rental units, if pets will be allowed. This includes discretion on size, weight, and type of breed.

Service Animals:

Official documentation is required, prior to the application, certifying a service animal to be accepted in to any of our rental properties. Please be prepared to show federal, state, or local documentation at the time of inquiry.

I have thoroughly read the "tenant screening" and understand it is being used to qualify me as a tenant.

Tenant (sign and date)

Tenant (sign and date)

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