

**OREGON TAX CREDIT  
RENTAL CRITERIA FOR RESIDENCY**

*(Applicable only if Owner/Agent does not have custom criteria.)*

**OCCUPANCY POLICY**

1. 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.)*
2. Two persons are allowed per bedroom.
3. A minimum of one person per bedroom may be required under applicable regulations.

**GENERAL STATEMENTS**

1. Current, positive, government-issued photo identification will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. 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.
6. Per HUD & IRS Section 42 regulations, with limited exceptions, households which are comprised entirely of full time students may not be eligible for housing. *NOTE: If, after taking occupancy, the household becomes comprised entirely of full-time students and does not meet any of the exceptions, that household will no longer qualify and will be required to vacate the premises.*

**INCOME CRITERIA**

1. **Monthly household income should be at least \_\_\_\_\_** (if blank, 1½) **times the stated monthly rent** and cannot exceed the applicable maximum income limit assigned to the unit. The income limits are a percentage of the area median income, published annually by HUD, and adjusted for household size. Exceptions will be made to income/rent ratios for those with a minimum of six months of documented, guaranteed rental assistance and/or for those with verified assets on hand sufficient to pay rent and utilities for a minimum of six months.
2. Monthly income must be from a verifiable, legal source.
3. Minimum monthly income will be consistent with project guidelines.
4. Verifiable employment will be required if used as source of income.
5. Self-employed applicants will be required to submit the previous year's tax returns.
6. Income and assets of all household members will be verified per methods approved by IRS Section 42 regulations. Verification requests will be mailed, e-mailed, or faxed by management, directly to the verifying institution/ agency or employer and not hand-carried by applicant.

**CREDIT CRITERIA**

1. Negative or adverse debt showing on consumer credit report may require additional security deposits.
2. Three or more unpaid collections (not related to medical expenses) will result in denial of the application.

**RENTAL CRITERIA**

1. Twelve months of verifiable contractual rental history from a current third party landlord or home ownership is required. If less than twelve months verifiable rental

history, you may be required to pay an additional security deposit and/or provide qualified co-signers.

2. Three years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.
3. Three or more 72-hour notices within one year will result in denial of the application.
4. Three or more dishonored checks within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will result in denial of the application.

**CRIMINAL CONVICTION CRITERIA**

Upon receipt of the Rental Application and screening fee, Owner/Agent 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 offense; 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 or 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, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing or distribution of a controlled substance unless applicant provides evidence acceptable to Owner/Agent 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.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; 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 landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) 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.
- d) 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 of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender will result in denial.