



Superior Support Properties, LLC

### **Rental Criteria for Residency**

Superior Support Properties (SSP) is an equal opportunity landlord. SSP does not discriminate on the basis of: sex, race, color religion, familial status, national origin, disability, marital status, sexual orientation, gender identity or source of income.

#### Requirements for Application:

1. Applicant(s) must physically view the property/unit prior to applying.
2. Any individual, 18 years or older, that will be residing at the premise must complete an application.
3. Applications must be completed in full. Any application with missing information, incorrect information or falsified information will be considered incomplete and will be grounds for denial.
4. Photo ID is required to adequately screen and will be required. Any of the following, or a combination of the following, to verify the name, date of birth and photo of the applicant may be used: a) Social Security #/card (SSN Card), b) valid Permanent Resident Card, c) Immigrant Visa, d) Individual Tax Payer Identification Number (ITIN), e) Non-Immigrant Visa, f) any government issued identification regardless of expiration date, g) any non-government identification or combination of identifications that would permit reasonable verification of identity
5. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
6. Anyone, submitting an application, as specified above in item #2, must submit a \$40 application/screening fee. This fee can be paid on-line with a debit or credit card at the end of the application process. The fee is non-refundable and is used to defray the costs of administrative procedures/paperwork.
7. Proof/verifiable income: monthly income must be equal to two and a half (2.5x) times the stated monthly rent. Must be a legal source of income. Applicants who are self-employed will have their records verified through the State Corporation Division and will be required to submit records to verify their income, which may include the previous year's tax returns.
8. All applicants must be able to enter into a legal and binding contract.
9. Rental history – applicant may be denied based on: a) defaults in rent, b) three or more material violations of the Rental Agreement within one year prior to date of application that resulted in notices issued to tenant, c) an outstanding balance due to landlord, d) lease violations that resulted in a termination for cause or e) FED that is three years or less; eviction actions that were dismissed or resulted in a judgement for the applicant will not be considered.
10. Criminal history - 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 a "Conviction" ( which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offence; crime involving financial fraud, including identify 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. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

(a) Felonies involving; murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.

(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 that involve: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, 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, criminal mischief, 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, or for which applicant is currently registered as a sex offender, will result in denial.

#### Criminal Conviction Review Process

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

1. Applicant has submitted supporting documentation prior to the public records search; or
2. Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation. Supporting documentation may include:
  1. Letter from parole or probation office;
  2. Letter from caseworker, therapist, counselor, etc.;
  3. Certifications of treatments/rehab programs;
  4. Letter from employer, teacher, etc.;
  5. Certification of trainings completed;
  6. Proof of employment; and

7. Statement of the applicant.
8. Owner/Agent will:
  - (a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request multiple Convictions a part of this process.
  - (b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
  - (c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

SSP will not consider an application complete for an individual, or group of people intending to live together, until all steps are completed by all applicants.

Once all requirements are complete, the application will be considered in line and ready to process. All applications are processed in the order received.

Unit Holds: it is the intent of SSP to lease units in a timely fashion. Applicants should intend to have a move-in date within 7 calendar days of submitting an application. Units will not be held for future move in dates past 7 calendar days.