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Screening Guidelines

We are an equal housing property manager. We do not discriminate on the basis of race, color, national origin, sex, religion, and marital status, source of income, familial status, handicap, age or sexual orientation. We do not discriminate, however, on the basis of how one pays rent, obeys the law, handles professional relationships, and treats properly and neighbors.

We work with neighbors and others landlords in the area to maintain the quality of the neighborhood. We want to find tenants who will enjoy the neighborhood and who will be good neighbors. For that reason we screen applicants carefully.

I. Screening Process:

1. Generally we rent to the first person who gives us a complete, legible, without any blanks on the application. One where we are able to verify all of the pertinent information. And which meets these guidelines. We date and time most applications as they are received. If, after a good faith effort, we are unable to verify something on your application, we will go on to the next.
2. We need complete information: that means a complete application, one for every person that will be living at the property the age of 17 and older. Please remember that you must sign the application.
3. We must have 2 pieces of ID, one picture ID such as driver's license or state ID.
4. We will verify your income, check landlord and personal references, check credit and criminal records as well as public records such as eviction and civil actions. You have the right to dispute information we receive from a credit reporting agency. If your application is denied the denial letter you receive will tell you how to dispute the information.
5. It can take up to four days to screen your application but we will try our best to get it done as soon as possible.
6. If you are approved for the property in which you are applying for you have 24 hours to put a down payment of at least half your deposit to hold the property.
7. We consider application valid for 30 day.

II. Guidelines:

1. We require a landlord reference: we require at least 4 years satisfactory landlord references, family members to not count.
2. We will verify your income and assess its stability and reliability. Stability of income (few job changes and steady employment) can help compensate for other factors. To verify your income we will need the following information:
 - a. Copy of your last 2 months pay stubs
 - b. Information necessary to contact your employer, and authorization to verify your income and length of employment.

- c. If you are self employed, we will need copies of your last 2 years tax returns
3. The combined total gross income of the applications must be at least 3 times the amount of the monthly rent.
4. We do check your credit. Poor credit is not so important to us. But unpaid liens, judgments and poorly rated accounts may be cause for your application to be denied.
5. We will check to see if you have been evicted. While we have made exceptions in some cases (with sufficiently mitigating circumstances) normally we will not rent to someone who has been previously evicted.
6. We do check criminal and other court records.
 - a. Current illegal drug use is reason for denial.
 - b. Conviction for manufacture or sale of controlled substances is reason for denial.
 - c. Conviction for possession of controlled substances within the last several years is reason for denial, although we consider the type and amount of the controlled substance.
 - d. Conviction of most felonies and misdemeanor crimes against people or property, including those involving theft, dishonesty, assault, intimidation, or weapons charges, is reason for denial. We are looking for people who will be good neighbors.
 - e. We sometimes make exceptions for applicants with criminal records, particularly those who have successfully completed rehabilitation programs known to and by us and who receive recommendations from such programs.
7. We will allow only so many people to live in the unit. The application must state clearly who (name with dates of birth are required) will be living there. Our general rule is that no more than two people per bedroom are allowed in a given unit. For occupancy standard purposes, we don't count children under the age of two. We recognize that families sometimes double up to save on housing costs, but we will not allow more than two families to rent a single unit, no matter how many people are in each family.
8. If we are considering making an exception to these guidelines, we may visit your present residence. If you home is excessively messy, dirty, and unkempt and uncared for we may reject your application.
9. We will not rent to you if we uncover other information that leads us to believe that your tenancy would constitute a direct threat to the health or safety of other individuals in the complex or the neighborhood. If you lie on an application, by either omission or commission, your application may be denied. If we discover the lie after we've rented to you, we may terminate your tenancy.
10. If your demeanor-your manners and behavior during the application process is overly aggressive, confrontational, rude, unprofessional or otherwise indicative of someone who won't get along with us or neighbors, we may reject your application.
11. We attempt to provide reasonable accommodation in rules, policies, practices, and services when such accommodation may be necessary to enable a handicapped

person and equal opportunity to use and enjoy our property. If you feel you need such accommodation may be necessary to enable a handicapped person an equal opportunity to use and enjoy our property. If you feel you need such accommodation because of a physical or mental handicap, you need to ask for it. We may require appropriate documentation before granting such an accommodation.

12. We do make exceptions. Strong rental references are particularly valuable. But so, too are exceptional income stability and reliability. So for example, if your income is difficult to verify or you have just started a new job, but your rental references are excellent and are of much longer duration than our minimum requirement, we might make an exception without requiring an additional deposit. In other cases if you are unable to meet one of these guidelines, we may consider increased rent or an extra deposit or in rare circumstances a co-signer to compensate for not meeting these standards.

Rental Application

Separate application required from each applicant age 18 or older.

Date and time received by landlord _____

Credit check fee _____ Received _____

This section to be completed by landlord

Address of Property to Be Rented:

Rental Term: [] month to month [] Fixed Term

Amounts Due Prior to Occupancy

First month's rent \$

Security deposit \$

Credit-check fee \$

Other (specify): \$

TOTAL: \$

Applicant

Full Name—include all names you use(d): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

FAX: _____ (by providing this fax number I agree to receive
facsimile advertisements from the landlord or management company.)

Social Security Number: _____

Driver's License Number/State: _____

Other Identifying Information: _____

Vehicle Make: _____ Model: _____ Color: _____ Year: _____

License Plate Number/State: _____

Additional Occupants

List everyone, including children (Date of Birth), who will live with you:

Full Name	Relationship to Applicant
_____	_____
_____	_____
_____	_____
_____	_____

Rental History

First-time renters: attach a description of your housing situation for the past five years.

Current Address: _____

Dates Lived at Address: _____ Reason for Leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Rent: \$ _____ Security Deposit: \$ _____

Previous Address: _____

Dates Lived at Address: _____ Reason for Leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Rent: \$ _____ Security Deposit: \$ _____

Previous Address: _____

Dates Lived at Address: _____ Reason for Leaving: _____

Landlord/Manager: _____ Landlord/Manager's Phone: _____

Rent: \$ _____ Security Deposit: \$ _____

Employment History

Self-employed applicants: attach tax returns for the past two years.

Name and Address of Current Employer: _____

Phone: _____

Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

Name and Address of Previous Employer: _____

Phone: _____

Name of Supervisor: _____ Supervisor's Phone: _____

Dates Employed at This Job: _____ Position or Title: _____

Attach pay stubs for the past two years, from this employer or prior employers.

Income

1. Your gross monthly employment income (before deductions): \$ _____

2. Average monthly amounts of other income (specify sources): \$ _____

TOTAL: \$ _____

Miscellaneous

Describe the number and type of pets you want to have in the rental property:

Describe water-filled furniture you want to have in the rental property:

Do you smoke? yes no

Have you ever: Filed for bankruptcy? yes no How many times _____

Been sued? yes no How many times _____

Sued someone else? yes no How many times _____

Been evicted? yes no How many times _____

Been convicted of a crime? yes no How many times _____

Explain any "yes" listed above: _____

References and Emergency Contact

Personal Reference: _____ Relationship: _____

Address: _____

Phone: _____

Personal Reference: _____ Relationship: _____

Address: _____

Phone: _____

Contact in Emergency: _____ Relationship: _____

Address: _____

Phone: _____

Source

Where did you learn of this vacancy?

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers, and personal references. I give permission for the landlord or its agent to obtain a consumer report about me for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose.

Applicant

Date