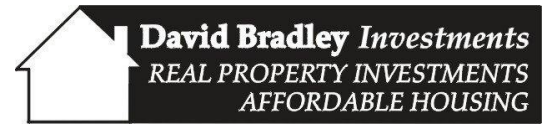


APPLICANT SCREENING POLICIES/CRITERIA



Thank you for your interest to live at our property. This criteria is provided to you to define the process we use to select our residents. David Bradley Investments is an Equal Housing Opportunity provider, and processes all applications in the order at which they were received, keeping with all federal, state and local laws concerning Fair Housing. We require up to 5 business days to verify information on an application (this can take longer if we cannot contact/get response from prior or current landlords).

General Requirements

1. Each applicant 18 years of age or older must submit a completed application.
2. We will not review incomplete applications
3. Applicants must show 2 pieces of identification:
 - a. State issued photo ID
 - b. Social security card or Individual Taxpayer Identification Number (ITIN)
4. The demeanor of all members of the applicant household must be appropriate.
5. All persons meant to occupy the residence more than 14 days in a calendar year must be identified (we apply the occupancy standards acceptable to Fair Housing).

Rental Requirements

1. Rental history of 2 years, and from 2 landlords, must be verifiable from unbiased/unrelated third party source meeting the following conditions:
 - a. No rental history ending greater than 4 years from application date will be considered (not applicable to secondary reference).
 - b. No more than one late rent payment or 72 hour notice in any 1 year span within the rental history provided.
 - c. No rental history gap greater than 2 weeks.
 - d. Rental history shall be clear of complaints or posted notices regarding tenant violations.
 - e. Evictions within the supplied rental history must be followed by no less than 2 years of rental history meeting all other requirements.
2. Applicants must provide the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history or credentials of the applicant-supplied landlord and or existence of given address.
3. Exceptions may be made for applicants with qualified co-signers or increased deposit.
 - a. Co-Signer must be a blood relative, living in the Portland area, and be earning verified attachable income.
 - b. Such individual will also be required to meet the screening criteria.

Income Requirements

1. To fully qualify, net household income must equal at least 3 times the stated monthly rent and employment must be stable (i.e. at current position for at least 90 days).
2. Verifiable legal income (i.e. net "take home" income) will be required for all applicants. (*Verifiable income must be documented by one or more of the following: pay statement with year-to-date information beginning Jan 1st, 2 most recent paystubs, Alimony/Child Support, Social Security, Unemployment, Welfare, Subsidized Housing Voucher, and/or award letters/grants.*)
3. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment stability requirements.
 - a. Proof of income must be provided through copies of the previous year's tax records with current profit and loss, or the most recent quarterly tax return.
4. You may be denied if your source of income or net amount cannot be verified or determined to be legal.

Pet Policy

1. Maximum of one pet twenty pounds or less for rental properties or two pets each twenty pounds or less for mobile home purchases meeting the following requirements:
 - a. At least one landlord reference regarding pet(s).
 - b. Pet(s) must be spayed or neutered.
 - c. No pet(s) with a history of aggressive, threatening, or violent behavior will be allowed.
2. The pet(s) will not be allowed to make noise or engage in threatening conduct that might disturb other residents or other pets.
3. The pet(s) will not be allowed out of the house except when being carried or on a leash under the owner's control.
4. Pet(s) will not be chained or tied in any way outside of the rental dwelling.
5. The pet(s) will not be allowed to use any part of the property for depositing waste. Should this occur accidentally, the waste will be picked up immediately.

Criminal Conviction Criteria

As part of the applicant screening, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, pled guilty to or no-contest to, any crime.

- a. A conviction, guilty plea or no-contest plea, ever for: any felony involving, kidnapping, death, rape, sex crimes and/or child sex crimes or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b. 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 felony involving arson, extensive property damage, serious injury; or
- c. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last five years for: any other felony charges; or
- d. 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, weapons charges; or
- e. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last five years for: any misdemeanor or gross misdemeanor involving drug related (sale, manufacture, delivery or possession), property damage; or
- f. 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 involving criminal trespass I, 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 processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

Denial Policy

If your application has been denied and you feel that you qualify as a resident under the criteria set out by ORS Chapter 90 in addition to our written screening criteria, please place your grievance in writing and send it to:

Equal Housing Opportunity Manager
David Bradley Investments
9226 SE Fuller Road
Happy Valley, OR 97086

In the letter explain the reasons you believe your application should be approved and request a review of your file. Within seven business days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome.