

KJK Properties Application Process

1. Each applicant must be at least eighteen (18) years of age or an emancipated minor.
2. Each applicant must provide state issued with photo ID.
3. The non-refundable screening fee is \$40 per applicant. We accept payment through our chosen screening company, Pacific Screening, cashier's check or money order. Cash is accepted at the office only if staff is available. No personal checks will be accepted.
4. Co-signers must meet all stated criteria and must live within the state of Oregon.
5. Our rental application must be completed with information for each applicant and/or co-signer. The information provided must be true, accurate, verifiable and complete. Applications may be conveniently completed at our chosen screening company www.pacificscreening.com; paper applications are available upon request.
6. Completed applications are processed in the order received.
7. Applications are processed based on credit, rental history, criminal history and income verification, through an outside agency, Pacific Screening.
8. Each applicant must provide verifiable proof of income.
9. Approved applications are valid for 30 days.
10. We will promptly notify you of the initial screening results.

B. 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 space for clothing.
2. Two persons maximum are allowed per bedroom.

C. Screening & Selection Criteria for Residency

1. **Income Requirements and Verification:**
Monthly income should be equal to two and a half (3) times the stated rent, and must be from a verifiable, legal source. If self employed 1 year filed federal tax returns will be required along with a year to date profit and loss, and additionally verification of bank account statements up to twelve months to verify deposits are satisfactory may be requested. Additional information may be required. If retired, or on alternative form of income that is not considered employment, verification of sufficient funds may be required.
2. **Credit History**
Negative or adverse credit accounts on consumer credit reports may cause a score less than full acceptance, requiring an additional security deposit and/or a co-signer, or may result in denial.
3. **Rental History**
Five (5) years eviction-free rental history is required.
4. **Criminal History:**
A criminal background check will be conducted for each applicant. The criminal search will include all addresses at which the applicant(s) has resided over the past twenty four (24) months and will include all states and counties as deemed necessary to screen fully for this time period. The application will be rejected for any of the following reported criminal-related incidents that have occurred over the past ten (10) years prior to the application date:
 - a. Any terrorist-related conviction;
 - b. Any felony conviction;
 - c. Any misdemeanor conviction against persons or property

- d. Any illegal drug-related conviction;
 - e. Any sex-related conviction;
 - f. Any cruelty to animals conviction;
 - g. Active status on probation or parole.
 - h. Any offense of murder, manslaughter, extensive property damage, weapons or sex crimes will be denied no matter how long ago the incident occurred.
- B. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process; applications are valid for 30 days.

D. Screening Process Results

1. There are four possible categories for results of applicant screening (through Pacific Screening), as follows:
2. Approved with the regular security deposit and any special offered at time of application.
3. Approved with security deposit equal to three (3) times normal deposit OR an approved co-signer. Specials do not apply.
4. Approved with a security deposit equal to one and one half (1.5) times normal deposit and if required an approved co-signer. Specials do not apply.
5. Denied.
6. Cosigners must apply and be approved through the same screening process. The cosigner must provide verification of gross monthly income of at least five (5) times the rental rate, or at least ten (10) times the rental rate in a bank account and be fully approved to qualify as a cosigner.
7. If there are multiple applicants for the same property, the first applicant to submit a signed lease and deposit will secure the property. We will continue to market the property until the above conditions have been met.

E. Holding Policy on Vacant/Available Homes

Possession of the home is expected to take place within seven (7) days of the completion of the application process. **If rent specials are given, occupancy is expected to begin immediately.**

F. Disclosure of Fees, Rents, & Deposits

The following information is subject to change prior to execution of the rental agreement.	
Security Deposit Minimum:	One Month's Rent
Security Deposit Maximum:	Three Month's Rent
Rent:	The following is a maximum amount. The actual amount charged will depend on unit size, screening results, and other factors. \$2,500
Lease Break Fee:	Actual Damages or 1 1/2 times Rental Rate
Late Rent Payment Fee:	\$150.00
NSF Check Fee:	\$25.00 plus Bank Charges
Non Compliance Fee: Late payment of utility Failure to clean up pet waste Failure to clean up garbage/rubbish Parking violations OR improper use of vehicles	\$50.00

If your application is denied, an Adverse Action Letter will be promptly provided to you.

