

**CITY OF PORTLAND • LOW BARRIER NON-FINANCIALLY RESPONSIBLE  
RENTAL CRITERIA FOR RESIDENCY**

**OWNER/AGENT'S EVALUATION PROCESS**

Upon receipt of a completed application, the contents of the application are compared to the screening criteria by Owner/Agent and the individual is either approved or denied in compliance with all local, state and federal laws.

Individuals have 30 days to appeal denied applications, during which time they may correct, refute, or explain negative information forming the basis for the denial. Individuals are also prequalified for any rental opportunities at Owner/Agent's properties for three months following the approval date. All screening fees are waived for three months following the approved appeal, but Individuals under these circumstances will be required to certify in writing that no conditions have materially changed from those described in Owner/Agent's approved application. If conditions have materially changed, Owner/Agent may use those changes as the basis for a denial.

**OCCUPANCY POLICY**

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

**GENERAL STATEMENTS**

1. Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and photo of the individual:
  - i) Evidence of Social Security Number (SSN Card)
  - ii) Valid Permanent Resident Card
  - iii) Immigrant Visa
  - iv) Individual Taxpayer Identification Number (ITIN)
  - v) Non-Immigrant Visa
  - vi) Any government-issued identification regardless of expiration date
  - vii) Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity
2. Each individual will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any individual currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

**RENTAL HISTORY**

Individuals may not be rejected for rental history that included actions to recover possession pursuant to ORS 105.105 to 105.168 if the action:

1. Was dismissed or resulted in a general judgment for the individual before the individual submitted the application;
2. Resulted in a general judgment against the individual entered 3 or more years before the date of the application;
3. Resulted in a general judgment against the individual entered fewer than 3 years before the date of the application if the termination was based on a no-cause notice, or the result of a default judgment due to failure to appear and the individual presents credible evidence to Owner/Agent that the individual had already vacated the unit upon which the action was based at the time the notice of the action was served;
4. Resulted in a judgment or court record that was subsequently sealed or set aside pursuant to procedures in state law;
5. Insufficient rental history (unless the individual withholds rental history information in bad faith that might otherwise form the basis for a denial);
6. Information that Owner/Agent obtains from a verbal or written rental reference check with the exceptions of:
  - a) Defaults in rent
  - b) 3 or more material violations of a rental agreement within one year prior to the date of the application that resulted in notices issued to the resident
  - c) Outstanding balances due to Owner/Agent
  - d) Lease violations resulting in a termination with cause.
7. Resulted in a general judgment entered on claims that arose on or after April 1, 2020, and before March 1, 2022.

**RENT WELL GRADUATES**

If the individual fails to meet any criteria related to credit, evictions and/or rental history, and the individual has received a certificate indicating satisfactory completion of a tenant training program such as "Rent Well," Owner/Agent will consider whether the course content, instructor comments and any other information supplied by the individual is sufficient to demonstrate that the individual will successfully live in the complex in compliance with the Rental Agreement. Based on this information, Owner/Agent may waive strict compliance with the credit, eviction and/or rental history screening criteria for this individual.

**CRIMINAL CONVICTION CRITERIA**

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether the individual 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 offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the individual 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, was dismissed, expunged, voided or invalidated, determined or adjudicated through the juvenile justice system. Owner/Agent will also not consider convictions when the individual is participating or has completed a diversion or deferral of judgment program or for crimes that are no longer illegal in the State of Oregon.

If the individual, 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, the individual should do so. Otherwise, the individual 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) A criminal conviction for misdemeanor offenses for which the dates of sentencing have occurred within the last 3 years from the date of the application (excluding court-mandated prohibitions that are present at the property for which the individual has applied);
- b) A criminal conviction for felony offenses for which the dates of sentencing have occurred within the last 7 years from the date of the application (excluding court-mandated prohibitions that are present at the property for which the individual has applied).

Criminal Conviction Review Process.

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

- (1) the individual has submitted supporting documentation prior to the public records search; or
- (2) the individual is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the individual.

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 additional information and may consider whether there have been multiple Convictions as part of this process.
- (b) Notify the individual 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 the individual's written request (if made after denial) the unit was committed to another individual.