

General Information About Renting

BUILDING/UNIT INFORMATION

Building Name/Address _____ Unit # _____ Rent _____

Manager Name _____ Phone number(s) _____

Manager Email _____

Please note: Bristol Urban Apartments charges no move in fees, administration fees, pet fees or cleaning fees.

MOVE –IN DEPOSITS, FEES & PROCEDURES

- \$40.00 Application Fee
- First Full Month’s Rent and Utilities
- \$500.00 Security Deposit Minimum (\$600.00 with a pet)
- Minimum of \$100,000 Renters Insurance coverage required for all residents.
- 12 Month lease standard (6 Mo. avail with addtl. provisions)
- **Please note: All buildings are non-smoking.**
- Monthly Utility Charges paid to Bristol Urban: All residents pay a monthly utility charge toward some or all of the following: water, sewer, garbage, hot water and electricity. Check with your manager.
- Utilities you may pay to Utility Company: Electricity, Gas, Heat, Internet, Cable, Phone, or other (varies by building).

UTILITIES & PHONE NUMBERS: Residents must call to have the utilities established in their name upon move-in.

NW Natural Gas 503-226-4210	Comcast Cable 888-824-8264	PGE 503-228-6322
CenturyLink 800-475-7526	Parking Permits (West PDX) 503-823-5185	Pacific Power & Light 888-221-7070

When will I know? Applications are taken on a first-come, first-served basis and are screened prior to approval. To ensure a quick turnaround, please fill out the application completely and upload all required documents (see rental criteria). Approved applicants are generally contacted by the manager within 1-2 business days. Screening reports are provided by AppFolio.

After Approval Once you are notified of approval, you have 24 hours to pay a \$500 execution deposit and sign the execution agreement. This will secure the apartment until the agreed move-in date. If you do not pay the \$500 execution deposit and sign the execution agreement within 24 hours, the unit will be released to the next applicant in line. Your execution deposit will be applied to your total move-in costs. A full month’s rent and utilities, plus any remaining deposits, must be paid prior to taking occupancy. If you move in during the middle of the month, your second month’s rent and utilities will be prorated.

My Apartment All units are clean and in good repair prior to move-in. Our buildings have been maintained with special emphasis toward preserving their original character and charm. Tenant alterations, including painting, are not permitted.

Moving Please check with your building manager about moving requirements, particularly for buildings with elevators. Elevators and front doors cannot be blocked off at any time, nor is it permissible to block parking. Moving should be done during the day or early evening and not between 10:00 PM and 9:00 AM. Any damage done to the building during the move is the responsibility of the tenant. All boxes must be flattened for recycling. During occupancy and upon move out, it is your responsibility to properly dispose of all unwanted items. Do not leave furniture at the dumpsters. Removal of furniture, garbage, or other items you have left in the apartment or on the grounds will be charged to you. Filling trash receptacles with unwanted items will result in an additional charge.

Utilities Prior to your move-in date, you will need to set up electricity and gas (if applicable) in order to receive possession. Contact PGE or Pacific Power to have the electricity put in your name (Sandycrest, Rose Garden, and Metropolitan residents do not need to do this step). If your building has gas, contact NW Natural to put the gas in your name. You will be asked for your new electric and gas (if applies) account number(s) at the time of move-in as verification that this has been done.

Renters Insurance You will be required to provide proof of current renters insurance prior to the lease commencement date; the policy must provide your name and the address you are moving into, list Bristol Urban as an interested party and have a minimum liability coverage of \$100,000. Please ask manager for further instruction.

BRISTOL URBAN APARTMENTS RENTAL CRITERIA



2078 NW Everett St, Portland, OR 97232

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GENERAL STATEMENTS

- An application fee in the amount of \$40 is required at time of application.
- Applications must be completed in full by all residents and/or co-signers 18 years of age or older. Each applicant is required to qualify individually or as per specific criteria areas.
- Valid, current, government issued photo identification and a social security number must be provided. In lieu of a social security, a valid and current passport or birth certificate and government issue ID may be provided to verify identification with an additional deposit requirement as outlined below.
- Applicants with a pet must provide a photo of the pet.
- Students must show proof of current enrollment.
- Inaccurate, incomplete or falsified information will be grounds for denial of the application.
- In order to qualify as a co-signer, the co-signer must meet all areas of the credit criteria and must have minimum monthly income equal to at least three times the stated monthly rent.
- All Bristol properties accept the following pets: cats; some accept dogs, with the exception of the following restricted breeds: Doberman Pinschers, Rottweilers, Pit Bulls, and Staffordshire Terriers. No mixes permitted, see our pet policy for further details. Pet policy does not apply to documented assistance animals.
- Occupancy is based on the number of bedrooms in a unit. Two persons are allowed per bedroom plus one additional person, but exceptions may be made to this rule, depending on the circumstances. A bedroom is defined as a space within the premises that is used primarily for sleeping, is configured so as to take into account the need for one fire exit, and contains at least one window, and is at least 70 square feet. Two persons are allowed in a double studio, studio, or single room occupancy (SRO) apartment. This applies to all occupants over the age of 2 years old.

INCOME REQUIREMENTS

General Statements about Income:

- Income is assessed along three tiers: Approved applicants whose income is at least three times the stated monthly rent will be required to pay a security deposit of \$500 (\$600 with pet). Approved applicants whose income is between two and three times the stated monthly rent will be required to **either** (a) pay a security deposit equal to a full month's rent **or** (b) have an approved co-signer and pay a \$500 deposit (\$600 with pet). Applicants whose income is less than two times the stated monthly rent will be required to have a co-signer and pay a \$500 deposit (\$600 with pet); otherwise, the application will be denied.
- At time of application, an applicant must provide proof of the income they will have at time of occupancy. Income must be from a legal and verifiable source, and the proof of income must be submitted along with the application.
- If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section refers to the portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
- Income sources may include employment income, non-employment income, and savings (see details below).
- Income may be combined between two or more tenants for the same apartment. A co-signer's income may not be included when calculating combined income.
- Voluntary financial support from friends and family who will not be residing in the unit is not considered verifiable income.
- Proof of income must be submitted with the application. If we are unable to verify the applicant's declared legal income, the application will be denied.
- Students with no income will require a qualified co-signer.

Employment income:

- Income from employment must be verified at time of application, through items such as the following: current paycheck stubs (two required), offer letter, or bank statements.
- Self-employed applicants must show proof of income through items such as the following: the previous year's tax return or 1099 forms, bank deposit statements, or income statements from a payment processor (such as PayPal, Stripe, or other). Additional documentation may be required on a case-by-case basis. Self-employed applicants' companies will be verified through state corporation commission records.

Non-employment income:

- Non-employment income must be verified with written documentation. For example, applicants with Social Security, disability or a trust fund must show that their monthly disbursement is equal to or greater than three times the stated rent every month.

Savings:

- Savings accounts must contain funds greater or equal to twice the monthly stated rent for twelve months (2 times rent amount times 12 months).
- A cosigner will be required if savings totals less than the income requirement.

RENTAL HISTORY REQUIRED

- One year of verifiable rental history from a third-party landlord reference is required. If the applicant is a homeowner, we must verify current mortgage payment history.
- Applicants with no prior rental history are required to have a co-signer or pay a security deposit equal to one month's rent.
- Any eviction judgment in favor of the landlord reported as occurring in the last five years will result in denial of the application.
- Any negative rental history may result in denial of the application.

CREDIT REQUIREMENTS

- A credit report will be obtained. We will allow up to five (5) unpaid non-medical collections, past due accounts or charged off accounts to appear on the credit file. Six (6) or more unpaid non-medical collections or past due debts will result in denial of the application.
- If the applicant has any combination of non-medical collection accounts or past due debts totaling \$10,000 or more, the application will be denied.
- Outstanding property management debt showing on the credit report will result in denial of the application unless the debt has been paid in full or a current payment plan is in place and payments are up to date. Proof of payment is required. In this case, the applicant will be required to pay a security deposit equal to a full month's rent.
- If the applicant does not provide a social security number for credit verification but does supply a valid and current passport or a birth certificate and government issue ID, an additional deposit may be required as outlined below.

CRIMINAL CONVICTION 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 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 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 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 involving: 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 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:

- a. Letter from parole or probation office;
- b. Letter from caseworker, therapist, counselor, etc.;
- c. Certifications of treatments/rehab programs;
- d. Letter from employer, teacher, etc.
- e. Certification of trainings completed;
- f. Proof of employment; and
- g. Statement of the applicant.

Owner/Agent will:

- 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.
- Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.
- 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.

SECURITY DEPOSIT LEVELS

All approved applicants are required to pay a security deposit prior to move-in. The deposit varies between \$500 and the amount equivalent to a full month's rent. Deposit level is calculated based on an applicant's fulfillment of the rental criteria, as outlined below:

\$500 Security Deposit	\$600 Security Deposit	Full Security Deposit (equal to one month's rent)
Applicant has at least one year of positive third-party rental history, and meets income requirements. Applicant meets all credit and criminal history requirements. Or applicant does not meet income requirements but has qualified roommate or cosigner.	Applicant satisfies all requirements of the \$500 level and has a pet.	Applicant has less than three times but greater than two times the stated monthly rent and/or has less than one year of third-party rental history and/or is unable to provide a social security number. Applicant meets all credit and criminal history requirements.

We do business in accordance with Federal and State Fair Housing Laws.

It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin marital status, source of income, sexual orientation including gender identity, domestic violence victims, or any other class protected by state or local laws.

You have the right to receive a copy of your screening report. Please contact consumer.relations@appfolio.com to request a copy. For specific information on obtaining a report, please see www.appfolio.com/consumer. Effective 5pm on 2/16/18

