



PINION
PROPERTY
MANAGEMENT, INC.

1605 NW Monroe Ave., PO Box 1954, Corvallis, OR 97339, 541-754-1213, 541-753-4704 Fax

RENTAL CRITERIA FOR PINION PROPERTY MANAGEMENT, INC.

Pinion Property Management, Inc. (PPM) will rent to anyone who submits a complete application for any available unit, meets our standards set below, and agrees to abide by all the rules and regulations set forth in our rental agreement.

- PPM has a policy to not allow more than two (2) occupants per bedroom in any unit. Living rooms, family rooms, or any other room without doors, exterior windows and closets do not count as bedrooms. Studios are treated as a one bedroom unit.
- Each person applying for the unit must be over the age of 18 and meet all rental criteria. Even if a couple is married, both people must complete an application and meet the criteria. All applicants under the age of 18 must be listed on the application and are the responsibility of all the signers on the rental agreement.
- Each applicant must provide all information requested on the application. It is the responsibility of the applicant to provide all documentation requested. PPM will not search for any information needed to complete the application. If we request more information, it must be submitted before your application will be considered complete. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
- PPM cannot reserve a unit for any reason.
- Once your application has been approved, you are required to pay the application fees and deposit 5 days after you have viewed and accept the unit. Once the deposit has been paid to hold the unit, if you change your mind before a rental agreement has been signed, the deposit and application fees will not be refunded. **All application fees and deposits must be paid with a money order or cashier's check. PPM will not accept cash or a personal check.**
- **Rent begins the day the unit is ready and available.**

The applicant screening process may take as long as seven business days to complete. We work on a first come, first serve policy. If you are not first in line for a unit, we have to process the applicants ahead of you before we can begin yours. **If at anytime you give any false, incomplete, inaccurate or unverifiable information during the application process, your application may be denied or your tenancy subsequently terminated.**

(continued next page)

HOUSING HISTORY REQUIREMENTS: An applicant must provide the information necessary to verify current and previous housing history for a minimum of two (2) years. If you do not have two (2) years of rental history, you may be required to have a co-signer. You must provide the name and phone number of your landlord, complete address – including your apartment number, amount of rent, move-in and move-out date. If gaps are left in your housing history, you are required to give a reason. All references will be checked. **A negative reference or any eviction is grounds for denial.** Rental references from relatives, out of country housing, school facilities or other institutions should be listed but will not apply to the housing requirement.

INCOME REQUIREMENTS: You must have a legally obtained source of steady income that is a minimum of three times your portion of the rent. List all sources of income on your application. You will be required to provide proof of your income. Be prepared to provide copies of any of the following that are relevant:

- Financial aid, student loan, scholarship or grant papers
- Most recent pay stub
- Three (3) months of bank statements from your checking and/or savings accounts
- Veterans or Social Security benefits
- Any other documents showing an income source

We also require that all applicants have a good credit history. Low credit scores are grounds for denial. If you are newly employed, employment is temporary or seasonal, your income fluctuates or is considered insufficient, you may be required to have a co-signer.

ARRESTS AND CONVICTIONS: Any criminal history will be considered and evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

DEMEANOR AND BEHAVIOR: The demeanor, attitude and behavior of all applicants during the application process shall be considered and could result in your application being denied.

CO-SIGNERS: If a co-signer is required, the co-signer must complete the Co-Signer Rental Application, meet the credit and income requirements of a minimum of three times the rent amount, be employed in the United States and must reside in the United States. A co-signer must provide proof of their income with their application. The co-signer agrees to be responsible for the tenant's performance on the rental agreement, including financial obligations. Co-signers are not authorized to occupy the rental unit.

COMMUNICATION: All communication will be primarily over the phone. Please make sure we have a correct phone number and an ability to leave you a message. If PPM attempts to contact you and/or leaves you a message, we expect to be contacted within 24 hours. If we do not hear from you, we will assume you have changed your mind and move on to the next application.

You will be advised if your application is approved or denied as quickly as possible.

Revised 10/08/2016