



Thank you for considering us for your new home! To apply for a house or an apartment with Infinity Real Estate Group, Inc. all of the following items must be received at the time your application is submitted before your application may be reviewed. Please contact Infinity Real Estate Group, Inc. at 503-625-6555 to confirm an available house or apartment home and to obtain a copy of the rental application.

All of Infinity's residences are currently non-smoking residences. Each house and apartment community has a different Pet Policy. You must contact the manager of the house or apartment directly to obtain the Pet Policy in effect. Please see our website for specific apartment community staff contact information. For single family homes, please call out Leasing Consultant at 503-625-6555.

If you wish to apply for our Affordable Housing apartment communities, you may not use this Screening Criteria. There is program specific criteria that is explained in the Screening Criteria unique to the Affordable Housing apartment community. Please see our website for specific Affordable Housing apartment community staff contact information and printable online application packets.

All occupants 18 years of age and older:

_____ Read, sign and date the **Applicant Screening Criteria and Selection Process for Conventional Properties.**

_____ Fill out the **Rental Application** completely and sign it. Please contact Infinity Real Estate Group, Inc. at 503-625-6555 to confirm an available house or apartment home and to obtain a copy of the rental application.

_____ Submit photocopies of **identification-** Social Security Cards and Drivers Licenses or state ID cards with the **Rental Application.**

_____ Submit proof of income for all members 18 years of age and older. This may be current paystubs, award letters etc. If these documents cannot be obtained please call 503-625-6555 to discuss optional acceptable documents.

_____ Submit **money order or cashier's check** for **application fees.** Application fees are \$45.00 per person 18 years of age and older. Payment should be made payable to: **Infinity Real Estate Group, Inc.** **NO** personal checks or cash will be accepted. At Move-In, you are required to pay your security deposit and first month's rent in certified funds. Certified funds are money orders or cashier's check. Personal checks will not be accepted at Move-In. Your security deposit payment must be completely separate from your rent payment. Please do not combine your security deposit with your rent payment.

If you have any questions please call **503-625-6555**

15829 SW 1st Street ■ Sherwood, Oregon 97140 ■ (503) 625-6555 voice ■ (503) 625-3604 fax



This institution is an equal opportunity provider and employer.



APPLICANT SCREENING CRITERIA AND SELECTION PROCESS

Infinity Real Estate Group, Inc. adheres to the laws of Equal Opportunity Housing and the Fair Housing Act.

Additional Requirements may be made at time of application.

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in an apartment. Two persons are allowed per bedroom plus one extra person. 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.

II. APPLICATION PROCESS

1. Applicant shall complete the designated rental application and pay the stipulated non-refundable screening fee of \$45 for each applicant that is defined as having contractual responsibility.
2. Acceptance or denial of the application may take up to three days.
3. If the application is approved and you accept the available apartment, within three days you will be required to:
 - a) Sign a rental agreement in which you will agree to abide by all the rules and regulations.
 - b) Pay your security deposit and/or first month's rent.

III. GENERAL REQUIREMENTS

1. Applicants must be at least 18 years of age or legally recognized as contractually responsible.
2. Valid driver's license or state identification card and signed Social Security card, current Visa or immigration documents will be required. Photocopies will be retained by the property.
3. Provide landlord with a copy of your Renter's Insurance policy.

IV. INCOME REQUIREMENTS

All sources of income shall be legally obtainable and verifiable. At the time of application, it is the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stubs or employer verification. Stability of the source and the amount of income during the past five years may be considered.

1. Monthly household income must be 3 times the stated monthly rent or an additional security deposit equal to one full month's rent may be required. ***Does not apply to Section 8 applicants.***
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns and/or records from an accountant or bookkeeper. They will be verified through the state. A recorded business name will be sufficient.

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V. RENTAL REQUIREMENTS

Applicant shall provide information necessary to verify current and previous rental history.

1. At a minimum, one year of verifiable rental history from a third party landlord is required.
2. Three years of eviction free rental history will be required.
3. Home ownership is verified through the county tax assessor.
4. Home ownership negotiated through a land sales contract is verified through the contract holder.
5. Rental history demonstrating residency, but not third party rental history, will require an additional security deposit equal to a full month's rent.

VI. CREDIT REQUIREMENTS

Credit worthiness will be determined from a credit report which should reflect prudent payment history.

1. Outstanding bad debt exceeding \$1,000 reported from a Credit Bureau (i.e., Slow Pay, Collections, Bankruptcies, Repossessions, Liens, and Judgments & Wage Garnishment programs) may require an additional security deposit equal to one full month's rent.

VII. CRIMINAL SCREENING PROCESS

Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of any crime within the previous seven (7) years.

1. A conviction or convictions for any felony, or any misdemeanor involving assault, intimidation, prostitution, drug-related, or weapons charges, obscenity and related violations (ORS 167.060 through 167.100), within the last three (3) years shall be grounds for denial of the rental application.
2. A conviction, guilty plea or no contest plea to any misdemeanor not mentioned above in the last year will be cause for denial.
3. Any conviction or convictions for any sex crimes and/or child sex crimes within the last seven (7) years (or longer if found in court records) shall be grounds for denial of the rental application.

VIII. READY TO RENT GRADUATES

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

IX. DISABLED ACCESSIBILITY

Infinity Real Estate Group, Inc. allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition. Also required:

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1. The applicant is to seek the landlord's written approval before making modifications.
2. Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
3. Names of qualified contractors that will be used.
4. Appropriate building permits and the required licenses must be made available for inspection by the landlord.

X. DENIAL CRITERIA

Your application could be denied if any of the following information is found in the screening process.

1. Unfavorable information for any individual applicant may result in denial of all applicants.
2. You will be denied if your income cannot be verified.
3. Collections being reported from a credit bureau or bankruptcies with subsequent negative information may result in denial.
4. Rental history reflecting past due rent or an outstanding balance may result in denial. An additional security deposit equal to one month's rent will be accepted when past due rent has been paid and no additional negative information has been documented.
5. Any prior evictions may result in denial.
6. A conviction for any felony or misdemeanor of a serious nature may be grounds for denial.
7. Incomplete, inaccurate or falsified information will be grounds for denial or the termination of the rental agreement upon discovery.
8. Any applicant that is a current illegal drug user or addicted to a controlled substance shall be denied.

XI. REJECTION POLICY

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit-reporting agency. If your application is rejected due to unfavorable information received during the screening process, you may:

1. Contact the screening company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available unit.

If your application is denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to:
Equal Housing Opportunity Manager
Infinity Real Estate Group, Inc.
15829 SW 1st Street
Sherwood, OR 97140

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In the letter, explain the reasons you believe your application should be approved and request a review of your application file. Within seven (7) working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.

I / We hereby acknowledge receipt of this disclosure:

_____ **Date** _____

_____ **Date** _____

_____ **Date** _____

Real Estate Group, Inc. reserves the right to amend criteria according to new policy and law.

Revised 08/2016

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