

# Application Criteria and Processes

## Real Property Management Ignite

RPMIgnite.com | 541.550.7002



### GENERAL STATEMENTS

1. Do not apply until you have completed an in-person property showing with a representative of Real Property Management Ignite. Once Real Property Management Ignite receives a rental application for any applicant, screening reports and background checks will begin. It is at this point and for this reason that the application fee **will not be refunded** under any circumstance.
2. Each lease applicant over 18 years of age within the household must submit an application.
3. A completed application is defined as:
  - a. An in-person tour or virtual tour of the property
  - b. All information on application is complete, no missing information
  - c. Application fee is paid for each applicant
  - d. Copy of current government-issued ID provided
  - e. Verifiable proof of residential history of 2+ years (24+ months)
  - f. Valid contact information for the applicant's current and past landlord, if applicable
  - g. Completed Pet Screening profile for ALL applicants (this applies to applicants with No pet/Pet/Support Animal). Please visit <https://rpmignite.petscreening.com>.
4. Inaccurate or falsified information will be grounds for denial or refusal to process application.
5. Current government issued photo identification allows Agent to confirm identity and adequately screen for criminal and or credit history. Except in jurisdictions where requirement is not allowed, a current government ID will be required.
6. 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.
7. Real Property Management Ignite will not deny an application based on a criminal conviction for which the crime is found to be currently legal in the State of Oregon.
8. Any financial or credit qualifications for Real Property Management Ignite will not take education or medical related debts or charges into consideration.
9. Applicants that make any derogatory or offensive comments, and/or act in a threatening, combative, intoxicated, or disorderly manner, during any phase of the property showing, meeting, or application process will result in denial or cancellation of the application.

### 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 and is configured to have a secondary egress exit other than the standard door or doorway.
2. The policy is a total of one person per bedroom plus two more persons (e.g., a 3-bedroom unit would have an Occupancy Policy of 5 persons). Agent has the right to change this policy based on factors such as size and configuration of the unit, and size and configuration of the bedrooms.

## **INCOME CRITERIA**

1. Combined net monthly income must be from a verified source and must be at least two and a half times the stated rent.
2. Applicants with a combined net monthly income from a verified source that is between two and two and a half times stated rent will be offered Conditional Approval.
3. Combined net monthly income from a verified source that is less than two times the stated rent will result in denial.
4. For applicants using local, state, or federal housing assistance as a source of income, the income level requirement will be weighed against the rent amount reduced by the assistance provided to the applicant.
5. Applicants with bankruptcy within the previous 3 years will be denied. Applicants with bankruptcies older than 3 years but within 5 years will be offered Conditional Approval.

## **RENTAL HISTORY CRITERIA**

1. Twenty-four months of verifiable rental history from a current unrelated, third-party landlord or home ownership will be required. Applicants with less than 24 months of the same will be offered Conditional Approval.
2. Three or more notices for nonpayment of rent, reported instances of late rent (except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022), or dishonored checks within the past 12 months will result in denial. One or two instances of the same will result in being offered Conditional Approval.
3. Rental history reflecting any past due and unpaid balances to landlord will result in denial (except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022).
4. Rental history reflecting any notices for noise disturbance or material violations of the lease within the last 12 months will result in denial.
5. Applicants with pending evictions or eviction/foreclosures within the past 3 years will be denied. Those with evictions/foreclosures older than 3 years but within 5 years will be offered Conditional Approval (except for general eviction judgements entered on claims that arose on or after April 1, 2020, and before March 1, 2022).
6. Evictions that resulted in a dismissal or judgement for the applicant will not be considered.

## **CREDIT CRITERIA**

1. Applicants with a credit score under 600 will be denied. Applicants with a credit score between 600 and 650 will be considered for Conditional Approval.
2. Applicants with no credit history will be offered Conditional Approval.
3. Three to four items 90 days past due or greater, in collections, charge offs, repossessions or garnishments on credit history will be offered Conditional Approval. Five or more of the same will result in denial. Medical related items will not be counted toward the totals above.

4. Amounts in collections, judgements, and liens totaling greater than \$1,000 but less than \$5,000 will result in a Conditional Approval; conditions will be a qualified cosigner/guarantor. Amounts in the same totaling \$5,000 or greater will result in denial.

## **CRIMINAL CONVICTION CRITERIA**

1. Felony criminal conviction or pending charge for crimes related to criminal mischief, crimes against property, crimes against society, sexual offenses, violent offenses, and weapon offenses within the last 7 years will result in denial.
2. Felony criminal conviction or pending charge for crimes related to dishonesty/fraud, driving under the influence, drug possession, drug trafficking/manufacturing, other drug offenses, crimes against persons within the last 5 years will result in denial.
3. Misdemeanor criminal conviction or pending charge for crimes related to sexual offenses, violent offenses, or weapon offenses within the last 5 years will result in denial.
4. Misdemeanor criminal conviction or pending charge for crimes related to alcohol offenses, criminal mischief, dishonesty/fraud, crimes against persons, crimes against property and crimes against society within the last 3 years will result in denial.
5. Misdemeanor criminal conviction or pending charge for crimes related to drug possessions, drug trafficking/manufacturing, drug offenses within the last 2 years will result in denial.
6. Those found listed on a sex offender registry or found in OFAC/terrorist database records will result in the application being denied.

## **OTHER NOTES**

1. For applications meeting conditional approval in 1 to 2 categories above (Income, Rental History, & Credit), Applicants may be approved with additional security deposit and/or guarantor. For applications that meet conditional approval status on all 3 categories above, application will be denied.
2. No rental property will be held vacant for more than 7 days unless approved by Real Property Management Ignite.
3. The lease agreement must be executed within 48 hours of the date Real Property Management Ignite initiates the signing process, unless otherwise approved by Real Property Management Ignite.
4. Processing an application normally takes between 2 to 3 business days. In some cases, approval from third parties may require a longer processing period. Please be assured that we will contact you immediately upon determination of an approval or denial.