



## APPLICATION PROCESS & GENERAL REQUIREMENTS City of Portland (Not Financially Responsible)



1. 12+ months verifiable rental history required.
2. Each applicant must complete a rental application and acknowledge our "Sight Unseen" policy. If the applicant is applying for a property that they have not seen in person, applicant agrees to take the unit in its "as-is" condition and assumes all responsibility with regard to the condition upon move-in at the time of signing the Agreement to Execute a Rental Agreement document(s).
3. Each adult applicant (age 18+) must complete the application via the designated form/online application portal and submit all required documentation and pet screening or profile. Required documentation is as follows but not limited to:
  - a) Identification (see screening criteria for full list of acceptable identification)
  - b) Pet profile ([www.Petscreening.com](http://www.Petscreening.com))
  - c) Supplemental information (May include letters from case managers or additional)
  - d) Application form must be fully completed, including but not limited to email and phone contact information for past landlords.
  - e) Note that some income and financial verification and documentation is not required if applying as a non financially responsible tenant.
4. If applying with a co-applicant, all applications must be completed entirely to be considered as a joint application.
5. Each adult applicant (age 18+) must pay the nonrefundable screening fee of \$40.00 (plus any applicable processing fees).
6. The screening and verification process can take up to two business days. If manual processing is required, the screening process may take additional time.
7. If your application is approved, you may be required to sign the Agreement to Execute a Rental Agreement form and pay any designated non refundable security deposit within 48 hours.
8. Once the Agreement to Execute a Rental Agreement is signed and deposit(s) are paid for the unit; If no rental agreement is executed, applicants' non refundable security deposit payment(s) will be forfeited by the applicant.
9. Your move-in date must be within 14 days of the date of your approved application. PURE Property Management of Oregon will not "hold" a unit for longer than 14 days.
10. All applicants must be capable of entering into a legal and binding contract.
11. Incomplete, inaccurate or falsified information can result in denial of the application.
12. Occupancy may be up to two persons per bedroom, plus one for the household.
13. Depending on the household's income, renter's insurance is required for all properties.
14. Growing, manufacturing or distribution of marijuana or other controlled substances is prohibited at all properties.
15. Smoking is prohibited on all properties.
16. Approved applications are valid for 90 days from the date approved. PURE Property Management of Oregon may require that the applicant(s) declare that no material information has changed since the original application.
17. Properties may be subject to HOA rules and regulations.
18. Applications are processed on a first come, first serve basis. The first complete application, including but not limited to paid application fees and all required documentation and information, will be processed once received.
19. **If you have a pet:** A separate application through [www.Petscreening.com](http://www.Petscreening.com) is required at the time of the application. Additional pet screening fees apply. Pet approval and rent is based on your pet(s) "paw score(s)". Please refer to Pet Screening for detailed information and results. As this is a third party company, refunds are not available through our company for [www.Petscreening.com](http://www.Petscreening.com) at any time.
20. **If you have no pets or if your animal is an Emotional Support or Service Animal:** a Pet Screening profile is still required but no fee will be assessed. Breed restrictions may be waived for ESA and Service animals.
21. The following pet breed restrictions apply: Pitbull, Doberman, Rottweiler, German Shepherd, Wolf (Hybrid) due to insurance limitations.
22. By applying, applicant accepts appropriate screening criteria based on the property location and their household income.
23. If financially responsible, applicant's move-in date is before the 20th of the month, 1st month's prorated rent is due at move-in. If the move-in date is the 21st or later, prorated first month's rent plus full second month's rent is due at time of move-in.
24. To be added on to an existing rental agreement, please refer to the Roommate Add-on Addendum. Adding your name to a current rental agreement will require a \$60.00 screening fee and application approval. At time of approval, an additional \$57.00 Roommate Add-on Fee will be due, as well as any additional deposits assessed depending on screening.
25. COSIGNER REQUIREMENTS:
  - Credit score 700+ preferred.
  - If credit score is under 700, homeownership is preferred but three years verifiable positive rental history may be accepted as an alternative to verify cosigner qualifications.
  - Income must be at least 3.5x the monthly rent.
26. Additional guidelines pertaining to federal, state and local laws regarding COVID-19 moratoria and protected emergency and/or grace periods may affect our ability to interpret information in relation to screening results.

*Applicants are entitled to and encouraged to request and review our rental agreement at any time.*



## PURE Property Management of Oregon Denial Policy & Appeal Process



### **A) If your application is denied due to negative and adverse information being reported, you may:**

#### **1. Contact the credit reporting agencies;**

- a) Identify who is reporting unfavorable information.
- b) Request a correction if the information being reported is incorrect.

### **B) Contact Appfolio Screening:**

#### **1. Submit an inquiry to <https://screenings.appfolio.com/consumer/inquiries/new>**

#### **2. You can also contact Appfolio in the following ways:**

Toll-free phone: (866) 359-3630

Secure fax: (866) 496-8077

#### **Mail your request and details to:**

Consumer Relations  
50 Castilian Drive  
Goleta, CA 93117

Email: [consumer.relations@appfolio.com](mailto:consumer.relations@appfolio.com)

**NOTE:** Confirmation of identity may be required. Do not send personally identifiable information or sensitive documents, such as your Background Report or Social Security Number, via email as this is not secure.

### **C) If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should may contact PURE Property Management of Oregon to appeal the application decision.**

Write to our:

Equal Housing Opportunity Manager  
PURE Property Management of Oregon  
8401 NE Halsey St, Ste 201  
Portland OR 97220

Email us at:

[portland@purepm.co](mailto:portland@purepm.co)

*Explain the reasons you believe your application should be reevaluated and request a review of your file. Supporting documentation, if applicable, must be referred to or submitted at the time of the appeal. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome via the contact information provided.*

**Contact PURE Property Management of Oregon at 503-280-0241, via email at [portland@purepm.co](mailto:portland@purepm.co) or visit our office located at 8401 NE Halsey St, Ste 201, Portland OR 97220 during normal business hours for assistance.**

