



# LEPMAN PROPERTIES

180 Ferry Street NW, Albany, OR 97321 ♦ Phone (541) 928-0156 Fax (541) 928-4456  
Property Management Since 1979

## Applicant Screening Criteria

1. **IDENTIFICATION:** Applicants shall provide two pieces of identification, one that contains a personal picture at the time of application.
2. **APPLICANT PROCESS:** Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 years old shall submit a completed application. Acceptance or denial of the application may take up to five (5) days. Upon acceptance, applicant(s) may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits.
3. **RENT TO INCOME RATIO:** Combined income of all applicants shall be 2½ to 4 times the rent.
4. **SOURCE OF INCOME:** All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be 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 amount of income during the past five (5) years may be considered.
5. **INCOME TO DEBT RATIO:** Housing and utilities shall not exceed 35% of total income. Installment debt payments shall not exceed 35% of total income. If the applicant does not have installment debts, income debt ratio for housing may be permitted to be up to 50% of income.
6. **HOUSING REFERENCES:** The applicant(s) shall provide information necessary to verify current and previous rental history for the past five (5) years. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicant's housing during the past five years has included home ownership, mortgage payment history shall be considered.
7. **CREDIT WORTHINESS:** Credit worthiness may be determined from a credit report, which should reflect prudent payment history. Applicant(s) history should be free of evictions, judgements, collections and bankruptcies. A valid explanation may be considered by the owner/agent if provided by the applicant(s).
8. **LIMITATIONS:** Occupancy may not exceed two (2) persons per bedroom. Parking may be limited to one (1) vehicle per unit. Pets are not permitted. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
9. **ARREST AND CONVICTIONS:** Arrests and/or convictions may be 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 shall be denied.
10. **DEMEANOR AND BEHAVIOR:** The behavior and demeanor of applicants during the application process will be considered.
11. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION:** Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.

**VARIANCE POLICY:** Failure to meet the screening criteria, as stated, may be grounds for:

1. Denial of the application, or
2. If a co-signer is accepted, such individual(s) will also be required to meet the screening criteria, and/or
3. Payment of an additional deposit.
4. Credit screening done by Equifax P.O. Box 740256 Atlanta, GA. 30374-0241