



ROGUE PACIFIC

PROPERTY MANAGEMENT

1051 NE 6th Street, Suite 1B, Grants Pass, OR 97526 | P.O. Box 85, Grants Pass, OR 97528
Phone: (541) 218-7169 | Email: office@roguepacificpm.com | www.roguepacificpm.com
Cynthia Hansen, Oregon Licensed Property Manager

Rental Acceptance Guidelines and Application Disclosure

BY COMPLETING THE NEW TENANT APPLICATION, YOU AGREE TO THE FOLLOWING APPLICATION DISCLOSURES

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Sex, Religion, Familial Status (children under 18 in family), Disability, National Origin, Color, Creed, Sexual Orientation, Ancestry, Marital Status, Receipt of Public Assistance, or Age." You may go to the following website should you have questions or seek further information: <http://www.hud.gov>

We will be happy to show you our available rentals at no charge with a prior appointment. Please call (541) 218-7169 to schedule an appointment.

The relationship between a landlord and a tenant/applicant is a business relationship. A courteous, business-like attitude is required from all applicants. We reserve the right to refuse to accept or process a rental application from anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or displays other behavior that Rogue Pacific Property Management, LLC (Management) believes would result in a negative business relationship.

Rogue Pacific Property Management, LLC is an equal opportunity organization and will not discriminate based on race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, disability, source of income (including Section 8 and other rental subsidies, Social Security, SSI, SSDI, public assistance, child support, or any other lawful source), marital status, age, immigration or citizenship status, domestic violence status, or any other status protected by federal, Oregon state, or local law.

WRITTEN SCREENING CRITERIA — IMPORTANT NOTICE: Pursuant to ORS 90.295, these written screening criteria are being provided to you BEFORE any application fee is collected. By submitting an application and paying the application fee, you acknowledge that you have received and reviewed these Rental Acceptance Guidelines and the Application Disclosure.

Credit history, national criminal background, and other information is obtained from Trans Union Consumer Relations (800-888-4213 or transunion.com) and TenantData (800-604-2201 or tenantdata.com). This information, in part, is used to determine your eligibility for rental. If you chose to dispute any information or would like to appeal the decision, please contact our office, Trans Union, or TenantData directly.

Application Submission and Fees

All adults shall submit a fully completed, dated, and signed rental application along with the application fee of \$60.00 per applicant. At least one adult shall have viewed or participated in a showing of the property applied for prior to submitting an application. We take applications on a first-come, first-served basis. If all criteria are met, in Management's sole opinion, your application will be approved. Management reserves the right to ask for additional documentation. If there are multiple applications associated with this application, and one application is denied, all other applications are denied.

The following criteria and documents are required:

1. Completed Application signed and dated, including contact information;
2. Signed Authorization and Release to Obtain Personal Credit Information form;

3. Application fee of \$60.00 for each applicant (money order, cashier's check, or online). These written Rental Acceptance Guidelines are provided to you in advance of collecting any application fee, in compliance with ORS 90.295;
4. Verifiable monthly income from any lawful source equal to at least three (3) times the advertised monthly rent. Sources of income may include employment, self-employment, retirement, Social Security, SSI, SSDI, pension, child support, alimony, court judgments, or other lawful sources. If the income is from a fixed source such as Social Security, SSI, SSDI, pension, or other fixed benefits, the requirement is two (2) times the advertised monthly rent;
5. For applicants using a federal, state, or local rental housing subsidy (such as a Section 8 Housing Choice Voucher), the income-to-rent ratio above applies ONLY to the portion of rent the applicant is responsible for paying. Management does not discriminate based on source of income. (Oregon source-of-income protection, effective July 1, 2014.);
6. Proof of verifiable income — 30 days of recent paystubs, 2 months' bank statements, 2 years' tax returns, certified letters of SNAP, TANF, SSI, SSDI, or other public-benefit confirmation, voucher award letter, signed offer of employment on company letterhead, or other reasonable documentation;
7. Two forms of non-expired government-issued identification, one of which shall contain a photograph of each person applying. Acceptable forms include U.S. driver license, state ID card, Social Security card, Medicare card, military ID, passport (U.S. or foreign), consular ID, ITIN documentation, or other reasonable identity verification. Management will not inquire about or reject an applicant based on actual or perceived immigration or citizenship status. (ORS 90.303, effective June 6, 2025.);
8. Eviction history will be reviewed for the previous 5 years. Management will NOT consider: (a) any eviction action that was dismissed; (b) any eviction action that resulted in a judgment in favor of the applicant; or (c) any unpaid rent or judgment that accrued between April 1, 2020 and March 1, 2022 (COVID-19 emergency period);
9. Criminal history will be reviewed for the previous 5 years. Management uses an Individualized Assessment process and does NOT use blanket denials based on prior convictions. If the screening report shows potentially disqualifying information, the applicant will be given an opportunity to submit supplemental evidence, which Management will consider together with: the nature and severity of the offense, the time elapsed, the applicant's age at the time, any evidence of rehabilitation, and the relevance of the conviction to safety or property. Management will NOT consider: arrests not resulting in conviction; convictions for conduct that is currently legal in Oregon (including marijuana possession); medical-marijuana card status; pending charges where the applicant is participating in diversion, conditional discharge, or deferral of judgment. (ORS 90.303 / SB 291.);
10. Minimum 3 years acceptable rental history. Applicants without 3 years of rental history (e.g., first-time renters, recent graduates, recent move from owner-occupied housing) may still qualify by providing one or more of the following: (a) verifiable personal/professional references; (b) a qualified co-signer or guarantor; or (c) an increased security deposit consistent with Oregon law;
11. Verifiable income history of at least 12 months. Income may come from employment, self-employment, retirement, public benefits, or any other lawful source described above. A bona fide written offer of new employment is also acceptable;
12. Pet licensure, vet records, or certification, if applicable. ASSISTANCE ANIMALS (service animals and emotional support animals) are NOT pets, are NOT subject to pet restrictions, breed limits, age limits, pet rent, or pet deposits, and require only documentation of disability-related need where the disability or need is not readily apparent;
13. If approved, active Liability Insurance Certificate in the amount of \$100,000 naming Rogue Pacific Property Management, LLC as an interested party;
14. If approved, minimum Security Deposit will be 1½ times one month's rent. Deposit amount may be adjusted upward consistent with the outcome of your application and Oregon law.

These documents must be submitted in conjunction with your application. You may submit your information in the following format: Personal submission with a prior appointment at 1051 NE 6th Street, Suite 1B, Grants Pass, OR 97526; or by email to office@roguepacificpm.com. Any documents sent in this manner shall be PDF. You may also mail your application to P.O. Box 85, Grants Pass, OR 97528.

There is a \$60.00 per adult application fee required for each applicant. This fee is non-refundable and shall be paid when the application is submitted. Payment must be in guaranteed funds (Cash, Money Order, Cashier's Check). Incomplete applications or applications submitted without the proper fees and/or documents will not be considered. Application fees are not refundable once processing of your application (or any other application submitted in conjunction with your application) has commenced.

Application Processing and Time Frame

Processing of application(s) depend(s) on the availability and timely feedback of references. Application processing time customarily takes between 1–3 business days unless we are unable to obtain necessary information. If this is the case, you will be contacted and made aware of the situation. It is then your responsibility to resolve the issue. Once processing is complete, you will be contacted with a determination.

Your application will not be considered complete until we receive all of the necessary documents and fees. In the event we receive another application while waiting for all of your documents, or your application is incomplete, we may begin processing subsequent applications at our discretion.

No rental property will be held for more than 1 business day once your application has been approved. Within this time period you and all other applicants will be required to either take possession (if the property is available) or sign a "Hold Rental Property Until Available" Agreement (if the property is not available). If you are unable to complete either of the Agreements, the property may be remarketed and applications may be accepted.

The Application

Upon receiving your application, you hereby grant Management full authorization to verify the information, including but not limited to obtaining and checking your credit report, current and/or previous rental history, criminal history, income verification, information from public agencies, and any other information relevant to this application for residential tenancy. As the Applicant, you state that all information contained on the application is true and verifiable, that you have received and reviewed Management's Rental Acceptance Guidelines, and that you have had an opportunity to view the property. Cosigners may be considered on an individual case-by-case basis. Cosigners shall also apply and indicate on the application who and for which property they are applying for as a cosigner.

Applicant agrees that false, misleading, or misrepresented information may result in the application being rejected, or be grounds for eviction or any other penalties as provided by Oregon Law and/or the Rental/Lease Agreement. Applicant understands and agrees that you have only applied for tenancy. Other prospective residents may also have applied. This form is not a lease, but an application only; any offer to rent or lease is at the determination of Management. Management will consider all items on your Credit Report.

Resident Selection Criteria Used to Screen Applicants

Management will review your credit score and credit history, criminal background (subject to the Individualized Assessment process described below), eviction history (subject to the exclusions described above), rental history, and verifiable income from any lawful source. Application fees are non-refundable once processing has commenced.

If your application has met initial credit and income criteria, we will contact your current and, where applicable, previous landlord(s) to verify rental history. We then verify income from the source(s) you have identified.

If all criteria are met, your application will be approved. If one application in a group is denied, the other applications in that group may be affected. If your application is denied, Management will provide a written statement of the reasons for denial within 14 days, and you have the right to dispute the accuracy of any information provided by a screening company or credit reporting agency, and the right to request reconsideration by submitting supplemental evidence (see Individualized Assessment, above).

Individualized Assessment of Criminal History

In accordance with ORS 90.303 and Oregon Senate Bill 291 (2021), Management does NOT use blanket denials based on criminal history. If a screening report reflects information that could be disqualifying, Management will provide written notice to the applicant identifying the information and inviting the applicant to submit, within a reasonable time, supplemental evidence relevant to: the nature and severity of the offense; the time elapsed since the offense; the applicant's age at the time; evidence of rehabilitation; and the relevance of the conviction to the safety of persons or property at the rental premises. Management will consider this evidence prior to making a final denial decision.

Management will not consider: any arrest that did not result in conviction; any conviction for conduct that is currently legal in Oregon (including marijuana possession); medical-marijuana card status or status as a medical-marijuana patient; or pending charges where the applicant is presently participating in a diversion, conditional discharge, or deferral of judgment program.

Pets and Assistance Animals

If pets are permitted at the Premises, acceptance is by approval and an additional refundable deposit will be required. The deposit is in addition to the stated Security Deposit and will be considered part of the Security Deposit. Some properties may

require higher deposits depending on the number and type of pets. Pet restrictions, including a general policy against accepting puppies and kittens less than 1 year old, may apply to some properties and are subject to change.

ASSISTANCE ANIMALS — service animals and emotional support animals (ESAs) — are NOT pets and are not subject to pet restrictions of any kind. Management will not charge pet rent, pet deposits, or any other pet-related fee for an assistance animal; will not impose breed, weight, age, or quantity restrictions on assistance animals; and will not require pet licensure or vet records for an assistance animal. Management may request reasonable disability-related documentation only where the disability or need for the animal is not readily apparent, consistent with the federal Fair Housing Act and applicable Oregon law.

Application Acceptance or Denial

If your application is approved, we will contact you at the phone number or email address listed on your application. Once contacted, you will have 1 business day in which to contact our office. If you do not contact us within this time period, your application may be considered “dead” and may be removed from the application process.

If the property is available, within 1 business day, you and all other applicants shall take possession of the Premises by signing a Rental/Lease Agreement, paying all amounts due, and providing our office with an active Liability Insurance Certificate in the amount of \$100,000 naming Rogue Pacific Property Management, LLC as “interested party”.

If the property is NOT available, within 1 business day, you and all other applicants shall sign a “Hold Rental Property Until Available” Agreement and pay an amount equal to the Security Deposit. Due to the high demand for rental homes, we may or may not take the property off the rental market.

If your application is denied, we will contact you at the phone number or email address listed on your application. We will also mail the required documentation to the address provided on your application. If your application is denied, you have the right to make a written request to dispute the accuracy of any information provided to you by a screening company or credit reporting agency. Management will provide you with a written statement of the reasons for denial. The application fee is not refundable.

Application Disclosures

ALL AGREEMENTS SHALL BE IN WRITING; NO VERBAL REPRESENTATIONS SHALL BE ALLOWED OR ACCEPTED. In the event that Management receives two or more applications for the same property, you, the applicant, understand that Management will process applications on a first-come, first-served basis and select the first complete application.

Applicant understands and agrees that you have only applied for tenancy; other prospective residents may also have applied. This application is preliminarily based upon the current expected availability of the unit, and in no way obligates Management to execute a lease or deliver possession of the proposed premises.

The application fee, any Hold Rental Property Until Available funds, any Security Deposit and/or first month's rent shall be paid in guaranteed funds (money order, cashier's check, ACH debit, or credit card). Subsequent rents or fees may be paid via a personal check, an EFT/ACH debit of your account, or via credit card. Our software processing company does charge a fee for use of a debit or credit card; you may contact them directly to discuss fees. Management is an Agent for the Owner and no agency relationship exists with the tenant.

Rents quoted are the rental amounts due if paid on time. The advertisement for rental will denote utilities paid. In many cases, municipalities and Home Owner Associations require water utility accounts to be held in the association or property owner's name. In such cases, or for locations where our policy is to require such utilities to be in the property owner's name, tenant's ledger will be charged accordingly and copies of billings will be sent/emailed/available to Tenant as appropriate on a “per cycle” basis.

This Rental Acceptance Guidelines and Application Disclosure, the Authorization and Release to Obtain Personal Credit Information, and any other documents are hereby made an integral part of the Rental Application and Rental/Lease Agreement by reference. By signing below, I understand and agree to the terms of the application and rental process as described herein and that I have not given any false or misleading information during the application process, either verbally or in writing. I further acknowledge that I have seen and viewed the rental property for which I am applying.

Schedule of Charges and Fees

The following is a list of charges and/or fees that may be charged to your rental account. Each charge/fee is per occurrence:

- \$60.00 application fee for each applicant (does not exceed Management's actual cost of screening, consistent with ORS 90.295)

- Late fee: a reasonable flat late fee, customary for the rental market, charged once per rental period only if rent is not received by 11:59pm on the 4th day of the rental period. Late fee amount will be specified in the Rental/Lease Agreement and conforms to ORS 90.260.
- \$75.00 returned payment fee should your payment be returned by the bank for any reason. If two (2) items are returned by the bank during the course of your tenancy, all future payments shall be made in guaranteed funds.
- \$250.00 violation fee for 2nd or subsequent violation for unauthorized pet(s) kept on the premises which are capable of causing damage to person or property, as described in ORS 90.405
- \$250.00 tampering fee for smoke/carbon monoxide detector tampering if detectors are removed or tampered with during your tenancy
- A fee of 1.5 times the monthly lease amount if you or anyone on the rental agreement abandons or relinquishes the dwelling during a fixed term tenancy
- \$50.00 violation fee for a second or subsequent violation or noncompliance of the rental agreement
- \$50.00 unpaid utility fee for any utility or service charges that the tenant owes the landlord per ORS 90.315
- \$50.00 pet, ESA, companion, or service animal pet waste clean-up fee
- \$50.00 parking violation fee

Applicant Signature

Printed Name and Date