

# CRITERIA FOR RESIDENCY

## 1. GENERAL CRITERIA

- a. State issued picture identification or passport is required.
- b. A complete and accurate application is required. Incomplete applications will be returned to the applicant for revision.
- c. Each applicant (over the age of 18) must qualify individually.
- d. Upon denial of a co-applicant's application, all other co-applications will be denied.
- e. Applicants must be able to enter into a legally binding agreement.
- f. Applicant providing inaccurate or falsified information will result in denial.
- g. If approved, the minimum security deposit is \$500.00.
- h. Applicant will be charged a non-refundable \$45.00 application fee.
- i. Those whose student status is checked through the National Clearinghouse will be charged a \$2.50 non-refundable verification fee.
- j. CHNW does allow for minors the age of 17 to sign the lease and they must individually qualify.

## 2. STUDENT STATUS CRITERIA

- a. Applicant must be enrolled in an accredited higher education institution.
  - i. Applicant must be able to supply official documents from their educational institution if requested.
- b. Applicant must be enrolled in an at least 8 credits (undergraduate) or 6 credits (graduate) per term. Or the necessary credits to be considered half-time at their institution.
- c. Applicant must plan to be enrolled in an accredited institution for the duration of their stay.

## 3. NON STUDENT APPLICANT CRITERIA

- a. Non-student applicants must either be the dependent or partner (as defined by CHNW below) of a qualifying student applicant
- b. Dependent: An individual under the age of 18 who is reliant on the eligible applicant for support. An individual of any age with a disability that necessitates reliance on the eligible resident for support.
- c. Partner: An individual who identifies as being in a committed relationship with the eligible applicant.

## 4. RENTAL CRITERIA AND CONTINGENCIES

- a. Rental history must have no evictions in the past three years.
- b. 3 or more Late Fees or 72- Notices in a 12 month period will result in a security deposit equivalent to one month's rent. 7 or more Late Fees or 72-Hour Notices in a 12 month period will result in denial.
- c. 3 or more NSF checks in a 12 month period will result in a security deposit equivalent to one month's rent.
- d. Rental history reflecting past due and unpaid rent balances will be denied until the **balance is paid**.
  - i. *Balances over \$1,000 or equivalent to one month of rent (rent amount as indicated on the reference) that have been resolved will result in the application being approved with a deposit increased to one month of rent.*
- e. Applicants with rental references reflecting inability to abide by community rules will result in denial.
- f. No history of bedbugs in the past 12 months

## 5. CREDIT CRITERIA (*Bad debt does not include: school or medical related debt*)

- a. Outstanding bad debt (i.e. collections and past due accounts) in excess of \$2000.00 will result in a security deposit equivalent to one month's rent.
- b. Outstanding bad debt (i.e. collections and past due accounts) in excess of \$3,000.00 will result in denial.
- c. Any negative debt established following a bankruptcy will result in denial.

## 6. CRIMINAL CRITERIA

- a. A conviction, guilty plea, or plea of no contest to any of the following offenses will result in denial of your rental application:
  - i. Felony involving injury, assault, kidnapping, death, arson, rape, sex crimes including molestation, extensive property damage, drug related offenses including manufacturing and/or distribution, delivery or possession with intent to sell, felony burglary or robbery at any time
  - ii. Any other felony charge in which disposition or parole has occurred within the past seven years.
  - iii. Any misdemeanor involving assault, intimidation, sex, drugs, property damage or weapons charges in which release or parole has occurred within the past three years.
  - iv. Any misdemeanor involving criminal trespass, theft or prostitution in which release or parole has occurred within the past three years.
- b. CHNW reserves the right to trespass any applicant based on their criminal background report.  
*(Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.)*

## 7. DENIAL POLICY

- a. If your application is denied due to negative and adverse information being reported by the screening company you may contact the screening company to receive a copy of the report or request a correction from the credit bureau.
  - i. Bemrose Consulting, 12655 SW Center St., Suite 540, Beaverton, OR 97005 Phone: 503-419-6539 or 1-800-886-3365.
- b. **For information about submitting a request for reconsideration to the Appeals and Accommodations Committee, please contact the CHNW Leasing Office at the appropriate office –**  
*Goose Hollow: [gh@chnw.org](mailto:gh@chnw.org) or by phone at 503-345-4111*  
*University District: [ud@chnw.org](mailto:ud@chnw.org) or by phone at 503-345-4101*

College Housing Northwest has charged a screening charge to Applicant as set forth in the Criteria for Residency. Applicant screening entails the checking of the applicant's credit, rental history, criminal court records, and student status and may include information about Applicant's character, mode of living, and general reputation. Applicant has the right to request additional disclosures provided under Section 606(b) of the Fair Credit Reporting act and may also request a written summary as noted in Section 609 (c) of that act. Applicant has the right to dispute the accuracy of the information provided to College Housing Northwest by the screening company or the credit reporting agency as well as complete an accurate disclosure of the nature and scope of the investigation.