

## Application Screening Criteria – The Steward (revised November 14, 2024)

There is a \$55.00 charge for each individual applicant. Checks and cash are not accepted. This charge offsets some of our costs to run a credit check, income verification and criminal background check. Experian provides the credit report, which relays information for the last seven (7) years. We do not discriminate on the basis of age, race, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, gender identity, sexual identity or source of income.

*Please note, if you are a caregiver to one of our residents you must complete an application. You will be screened for conduct and criminal only. Your credit history and/or income will not be screened or used as grounds for denial.*

### Application Requirements:

<b>A complete application for each adult</b>	Unfavorable information for any individual applicant may result in denial of all applications for that group.
<b>Input the last three (3) years of residency history</b>	Provide name, phone number and email addresses of current and previous landlords.
<b>Positive identification in a high-resolution format</b>	Photo identification, expired or not, issued by a reputable authority or government that includes the bearer's current photo, address and full legal name. Photo IDs not issued by the US Federal Government or a State government must comply with the 2020 AAMVA DL/ID CDS.
<b>Secondary form of identification</b>	Social Security Card, ITIN, Immigrant visa, Utility bill, bank statement, mail with applicant's name and address on it, etc.
<b>12 months of verifiable gross monthly income</b>	Income must be 3x the monthly rent or more.
Verifiable income means, but isn't limited to, employment, alimony/child support, trust accounts, social security, grants, housing vouchers & student loans Roommates: combined income from all applicants must qualify as stated above. Housing Voucher Income requirements are based on the participant's portion of the rent.	
Employed applicants must;	Upload most current pay stub showing employer, pay period dates and applicant's name or connect bank account to our screening software.
Self Employed applicants, including gig workers, must provide <u>net monthly income</u>	Copy of most recent tax return with Schedule C and/or Profit and Loss Statement or connect bank account to our screening software
Housing Assistance Program recipients must provide	Proof of voucher and estimated voucher rent portion.
Social Security, annuity or other retirement benefit recipients must provide	Annual benefits letter, similar documentation or connect bank account to our screening software

### Occupancy Requirements:

Maximum occupancy of no more than two (2) people per bedroom. In a single room occupancy dwelling where bathrooms and/or kitchens are shared with other tenants in the building there is a maximum occupancy of no more than one (1) person.

### Screening Determination:

Your application and any other applicants you apply with will be screened and a determination will be given to you as listed below. The determination may be based on the least qualified applicant. Upon beginning the screening process, a refund of your application fee will not be provided regardless of the determination.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing other renters are being screened with equal care. Applications are accepted online at [https://criteriaproperties.appfolio.com/listings?filters%5Bproperty\\_list%5D=STWD](https://criteriaproperties.appfolio.com/listings?filters%5Bproperty_list%5D=STWD). Fully completed applications are processed based on the order of receipt. An incomplete application, meaning it fails to include information concerning an applicant's identification, income or upon which an applicant has intentionally withheld or misrepresented required information, will not be processed. If any information on the application is found to be misrepresented, it may result in the denial of your application, even if an approval has previously been determined. We may refuse to process an application if the applicant has verifiable repeated rental agreement violations while a tenant under our management if the most recent violation occurred within 365 days before the application was submitted. We accept the first qualified household.

If your application is approved, an execution deposit will be required to be paid within 72 hours to secure the rental unit. Failure to take possession of the premises as agreed will result in your forfeiture of all monies paid. Any remaining security deposit along with one full month of rent and a fully executed lease are required to be submitted 72 hours prior to moving into the rental unit. The security deposit and first month's rent must be paid in certified funds (money order or cashier's check) if immediate move in is required. Otherwise, online payments and personal checks are accepted though a 72 hour wait period is required before moving in. Cash is never accepted.

If you do not meet the credit, rental history or income criteria below, you may be referred to a guarantor company, OneApp. If your application processed with OneApp is approved and completed, Bluestone Real Estate Services will approve your application with a 1-month security deposit.

Determination	Based on the Following Conditions/Criteria
<u>Approved with \$400 deposit</u>	Does not have any of the conditions listed below <b>and</b> credit score is 725 or more.
<u>Approved with \$500 deposit</u>	Does not have any of the conditions listed below <b>and</b> credit score is 700 or more.
<u>Approved with 1 month's rent as deposit</u>	<ul style="list-style-type: none"> <li>▪ 1 or more accounts in collections.*</li> <li>▪ Does not have any of the conditions listed below <b>and</b> credit score is 650 or more.</li> </ul>
<u>Approved with 1.5x month's rent as deposit</u> Or, <u>Co-Signer*** with 1 month's rent as deposit</u> <ul style="list-style-type: none"> <li>• Co-Signer must earn 3x rent</li> </ul>	<ul style="list-style-type: none"> <li>▪ No credit history.</li> <li>▪ 2 or more accounts in collections.*</li> <li>▪ Any discharged bankruptcies within the last 3 years</li> <li>▪ Does not have any of the conditions listed below <b>and</b> credit score is 600 or more.</li> </ul>
<u>Approved with Co-Signer*** and full deposit</u> <ul style="list-style-type: none"> <li>• Co-Signer must earn 3x rent &amp;;</li> <li>• Deposit will be 1.5x the monthly rent</li> </ul> Or, <u>OneApp Guarantee program available</u>	<ul style="list-style-type: none"> <li>▪ Any open bankruptcies.</li> <li>▪ 4 or more accounts in collections.*</li> <li>▪ Judgments in favor of landlord that occurred between 3 and 5 years ago.**</li> <li>▪ Does not meet income requirements (<i>applicant must meet all other criteria and household income is at least equal to the monthly stated charges for rental unit</i>).</li> </ul>
<u>Denied</u> <ul style="list-style-type: none"> <li>• See denial policy below.</li> <li>• Individual assessments may be available for specific denial reasons and will be conducted if documentation is provided with application or if required by law</li> </ul>	<ul style="list-style-type: none"> <li>▪ Credit score 499 or lower.</li> <li>▪ 6 or more accounts in collections</li> <li>▪ Judgments in favor of landlord within the last 3 years.**</li> <li>▪ Pending criminal charges involving any of the below.</li> <li>▪ Felonies involving arson, murder, manslaughter, rape, kidnapping, child sex crimes, or trafficking/manufacturing of a controlled substance.</li> <li>▪ Any felony offense for which the date of sentencing is within seven (7) years of application receipt date.</li> <li>▪ A misdemeanor offense involving drug trafficking/manufacturing, person crimes, sex offenses, violent offenses, weapons and financial non-violent offenses for which the date of sentencing is within five (5) years of application receipt date.</li> <li>▪ Any misdemeanor offense for which the date of sentencing is within three (3) years of application receipt date.</li> <li>▪ Any crime that requires lifetime registration as a sex offender or if currently registered as a sex offender.</li> <li>▪ Providing falsified, incomplete or intentionally withholding information.</li> <li>▪ Three (3) or more material violations of a rental agreement within the last 2 years.</li> <li>▪ Lease violation(s) that resulted in with-cause termination or you were asked to vacate.**</li> <li>▪ Damages to a rental unit resulting in an outstanding balance that is still due.****</li> <li>▪ Any applicant whose tenancy may constitute a direct threat to the safety and well-being of any tenant, employee of Landlord or the premises.</li> <li>▪ Any applicant currently using illegal drugs.</li> </ul>

\*Excluding Medical and Student debt

\*\*Excluding any judgments or evictions during the Covid emergency period.

\*\*\* Co-Signer's income must be from verifiable, legal source and have a credit score of 700 or more.

\*\*\*\*A payment agreement will be accepted if at least 3 payments have been made and all payments to date have been paid.

**We require all our residents to carry renter's insurance.** Unless exempt, you will need to upload, to our partner website, a certificate of insurance in the minimum amount of \$100,000 liability prior to moving in. This policy does not apply to a household with income less than 50% of the area median income or subsidized with public funds. Failure to carry renter's insurance is a violation and may result in fines or eviction.

**Individualized Assessment.** Bluestone will perform an individualized assessment on any criminal conviction that is listed above prior to making a screening determination. This assessment will take into consideration any supplemental evidence provided with the application. If no supplemental evidence is provided with the application, Bluestone will still perform the individualized assessment as required by any local, state or federal law.



## **DENIAL POLICY**

Pursuant to ORS 90.295(4) and 15 USC 1681 the following disclosures are made: The consumer reporting agency which provided the investigative consumer report is:

AppFolio, Inc.  
50 Castilian Dr.  
Santa Barbara, CA 93117  
866-359-3630

The Fair Credit Reporting Act prevents us from telling you what is on your credit report. If your application is denied due to your credit history, you may dispute the report by contacting Transunion at:

Experian  
701 Experian Pkwy  
Allen, TX 75013  
1-888-397-3742

You have the right to appeal a negative determination. In order to appeal you may write us at:

Appeals Manager  
Bluestone Real Estate Services  
4915 SW Griffith Dr, Suite 300  
Beaverton, OR 97005

Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing and within thirty (30) days of date notified. During the appeal process, the rental you originally applied for is not held for you. Your application will be reviewed within seven (7) working days from the date your appeal was received. You will be notified of the outcome. Upon approval, you will be prequalified for any rental available from the Landlord that has the same criteria and qualifications as the rental you originally applied for. The prequalification is good for three months and any screening fees are waived during this time period. You will need to certify in writing that no conditions have materially changed from your approved application. If they have changed, Landlord may deny your application based on said changes.