

# Tenant Screening Criteria, City of Portland – Best Life Property Management

Effective Feb 1<sup>st</sup> 2026



In accordance with Portland City Code Chapter 30.01.086 (FAIR Ordinance)

Thank you for your interest in renting a home managed by Best Life Property Management. In compliance with the City of Portland’s FAIR ordinance, we are providing this detailed explanation of our Landlord-Created Screening Criteria.

## Initial Application Period

We observe an Initial Application Period of 8 hours from the time the Open Application Period begins. All completed applications received during this window may be processed simultaneously. Applicants will be evaluated based on the criteria described in this Screening Criteria, and applicants will be accepted, conditionally accepted, or denied in the order in which their completed applications are received. After the Initial Application Period ends, applications will continue to be processed in the order received.

## How We Evaluate Applicants

During the Initial Application Period, we will review all complete applications and offer the home to the most qualified applicant based on the following criteria:

### 1. Income

Gross monthly household income should equal at least 2x the monthly rent. Applicants with higher income will be considered more favorably.

### 2. Debt Obligations

We review current monthly debt obligations reported on the credit report. Applicants with lower overall debt in relation to income will be considered more favorably.

### 3. Credit History

Minimum required credit score is 650. Higher scores will be given stronger consideration.

Credit reports will be evaluated for:

- Late payments
- Charge-offs
- Collections
- Judgments or bankruptcies

If our screening provider is unable to verify an applicant’s identity or generate a screening report, the application will be considered incomplete until the issue is resolved with the screening provider or an additional qualified leaseholder or co-signer who meets the screening criteria is added.

### 4. Compensating Factors Review

Applicants who do not fully meet the stated minimum credit score requirement may be considered pursuant to this policy and documented Compensating Factors Review procedure.

A Compensating Factors Review may only be conducted when:

- The applicant's credit score falls within 25 points of the stated minimum credit score requirement, and
- The applicant does not have material derogatory credit, including unpaid landlord debt, housing-related collections, open civil judgments, or active charge-offs, and
- The applicant's verified gross monthly income meets or exceeds the stated rental income requirement.

Applicants whose credit score falls more than 25 points below the minimum requirement, or who demonstrate material derogatory credit, will not qualify under this review process.

When conducting a Compensating Factors Review, management will evaluate the totality of the applicant's profile and may consider documented offsetting factors including:

- Stable and verifiable employment history
- Positive rental history with no late payments or lease violations
- Low overall debt-to-income ratio
- Limited or thin credit history due to age or lack of established credit
- Availability of a fully qualified co-signer pursuant to the Co-Signer Policy

All determinations made pursuant to this policy will be documented in the applicant file to ensure consistent application of screening standards.

## 5. Rental History

We require at least 12 months of positive, verifiable rental history. Negative references, evictions, or lease violations may result in denial.

## 6. Responsiveness and Communication

Timely communication during the application process is important to ensure a smooth leasing experience. Applicants who respond promptly to requests for information or clarification may be considered more favorably, provided they meet all other screening criteria.

## 7. Completeness and Compliance

Applicants must follow all application instructions completely. Incomplete or non-compliant applications may not be considered.

## 8. Criminal Background

Per Portland's FAIR ordinance, we conduct individualized assessments for any criminal history. A record will not automatically result in denial. We consider nature, severity, and time passed since the offense.

Applicants may submit supplemental evidence or context at the time of application for consideration as part of our individual assessment process. Supplemental evidence submitted after a decision has been made will not delay proceeding with other qualified applicants.

## Application Requirements

Everyone over the age of 18 who will be residing at the unit must submit a separate rental application and undergo individual screening.

To be considered, each applicant must:

- Submit a complete application with all requested information
- Provide valid photo identification
- Pay the non-refundable screening fee and application fee
- Provide proof of income (paystubs, bank statements, or other documentation as outlined in the application)
- Authorize credit and background screening
- Provide all requested references, including landlord references with contact information

## Application Completeness

Applications will be considered complete only after all required documentation and verifications have been received. Applications that are missing required information or documentation may not be processed until the requested materials are provided. Management may continue processing other completed applications while awaiting additional information from an incomplete application.

## Co-Signer / Guarantor Policy

The availability of a qualified co-signer may be considered as part of the Compensating Factors Review described above. Applicants who otherwise fail to meet the screening criteria may proceed with a qualified co-signer in accordance with this policy.

A co-signer (also referred to as a guarantor) may be considered when an applicant does not fully meet the financial screening criteria outlined in this Screening Criteria.

A co-signer may be considered only to mitigate financial qualification deficiencies, including but not limited to:

- Credit score below the stated minimum
- Limited or thin credit history
- Elevated debt-to-income ratio
- Isolated collections or delinquent accounts

A co-signer will **not** be accepted to offset:

- Any prior eviction judgment

- Unpaid landlord debt or housing-related collections
- Criminal history resulting in denial following the individualized assessment required under Portland City Code
- A material pattern of financial delinquency, including:
  - More than three (3) active non-medical collections
  - More than two (2) tradelines currently 60+ days delinquent
  - Open civil judgments related to financial obligations

To qualify, a co-signer must:

- Submit a complete rental application
- Pay all applicable screening fees
- Meet the minimum credit score requirement independently
- Have no prior evictions or landlord-related collections
- Demonstrate verifiable gross monthly income of at least 3x the monthly rent
- Authorize full credit and background screening
- Provide valid photo identification

The co-signer must be willing to sign the lease agreement and remain jointly and severally liable for all obligations under the lease for the full term and any extensions or renewals unless otherwise released in writing.

If an applicant does not independently meet the financial screening criteria but wishes to proceed with a qualified co-signer, the proposed co-signer must submit a separate rental application and complete all required screening.

The original application will be considered denied for failure to meet the screening criteria. Submission of a co-signer application does not reserve the property or pause processing of other applications. If a co-signer application is submitted, the combined application will be evaluated alongside other pending applications in accordance with the selection process described in this Screening Criteria.

### **Occupants Age 18 or Older**

All occupants age 18 or older must submit a completed application and consent to screening through our screening provider. Only applicants who will be listed as leaseholders will be evaluated for financial qualification, including income, credit score, and debt obligations. Occupants who are not leaseholders are screened for identity verification, criminal history, and eviction history where available. If the screening provider is unable to generate a report for an occupant due to insufficient credit history or lack of an established identity file (which may occur with newly-turned 18-year-olds), the application may still proceed provided all leaseholders meet the screening criteria.

### **Required Move-In Timeframe**

To be considered, applicants must be prepared to take possession of the rental unit within **14 calendar days** of receiving an **offer of tenancy**. If an approved applicant is unable to begin tenancy within this timeframe, the landlord may offer the unit to the next qualified applicant in the order applications were received and evaluated. Applicants requesting lease start dates beyond this time frame may not be considered, unless otherwise required as a reasonable accommodation under applicable laws.

This policy is applied uniformly and is part of the screening criteria disclosed prior to the open application period.

### **Physical Possession Requirement**

Approved applicants must take physical possession of the premises within fourteen (14) days of the lease commencement date unless otherwise agreed to in writing by the landlord or property manager. Failure to take possession within this timeframe may result in cancellation of the lease or other remedies available under the rental agreement.

### **Selection Process Summary**

Applicants are encouraged to submit their application in its strongest qualifying form at the time of submission, including any proposed co-signers, as management will evaluate applications based on the information provided by the applicant at the time of review. If you apply during the Initial Application Period, your application will be reviewed alongside others, not by timestamp. Applications will be evaluated using the criteria described in this Screening Criteria, and applicants will be accepted, conditionally accepted, or denied in the order in which completed applications are received.

When multiple applicants qualify, the dwelling unit will be offered to the most qualified applicant based on the evaluation criteria described above.

If no applicant qualifies, we will proceed to applications received after the Initial Application Period in the order they were received.

### **Equal Housing Opportunity**

We adhere to all Fair Housing Laws and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, source of income, familial status, or disability.