

MCL PROPERTY MANAGEMENT

Email: mclpropertymanagement@verizon.net
Website: mclpropertymanagement.synthasite.com
503-758-4447

Application Screening Criteria

There is a \$30.00 charge for each individual applicant. The charge may be paid with money order, or cashier's check. This charge covers our costs to run a credit and criminal background check.

Please review our list of criteria. MCL Property Management does not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, sexual identity or source of income. We comply with all federal, state, and local laws concerning discrimination.

We require:

- A complete application for each adult 18 or older.

Unfavorable information for any individual applicant may result in denial of all applications for that group.

- A five year residency history—please have names, addresses and telephone numbers of previous landlords ready.
- A three year employment history—please have names, addresses and telephone numbers of previous employers ready.
- Verifiable gross monthly income that is two (2) times the amount of rent. Verifiable income may mean, but is not limited to, alimony/child support, trust accounts, social security, grants or student loans.

Self Employed applicants must provide a copy of their most recent tax return.

Social Security recipients must provide copy of their check or annual benefits letter.

Roommates: combined income from all applicants must equal 2x the rent.

Out of State Applicants, with no local employer, must provide current bank statement indicating sufficient funds to pay all move in costs plus two months rent.

- Two pieces of Identification. Choose one from each group below:

Group A:

Passport (foreign or US)
US Drivers License
US State issued ID card

Group B:

Recent pay stub
Social security card
Resident Alien or work visa

- Maximum occupancy of no more than two (2) people per bedroom.
- Two (2) emergency references.

You may be asked to pay a higher security deposit (up to 2x the rent) for the following:

- No credit or poor credit.
- No landlord references (must be from an unbiased source; no roommate or family references).
- Non-US citizen

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You will be denied tenancy and will forfeit your application fee for the following:

- Incomplete or misrepresentation of any information on your application.
- Eviction judgments
- Collection judgments in the last seven (7) years.
- Bankruptcy in the last twelve months
- Negative landlord reference and/or money due to a prior landlord
- Felony record or 3 or more misdemeanor charges

If you meet the application criteria and are accepted you will have the peace of mind of knowing other renters in your complex are being screened with equal care. If you are applying for a residence without resident management staff, your application can be taken weekdays between 9:00 am and 5:00 pm. Applications completed after hours or weekends will be processed the next business day. We accept the first qualified applicant.

If your application is approved and you wish to hold the unit for more than three (3) days, we will require a deposit; and if you do not take possession as agreed you will forfeit that deposit, per ORS 90.297. All deposits and rent payments must be made in cashier’s check or money order.

I have read and understand the Application Screening Information listed above:

Signature Date

Signature Date

Signature Date

Signature Date

DENIAL POLICY

If your application is denied due to your credit report you may dispute the report by contacting:

Bemrose Consulting / 12655 SW Center St. / Suite 540 / Beaverton, Oregon 97005 /
(503) 419-6539 / (800) 886-3365

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 sixty (60) days of date notified. Your application will be reviewed within seven (7) working days from the date your letter was received. You will be notified of the outcome.