

RENTAL CRITERIA FOR RESIDENCY

Gold Standard Property Management LLC

Salem, Oregon | Residential & Multifamily

EQUAL HOUSING OPPORTUNITY: Gold Standard does not discriminate on the basis of race, color, religion, sex, disability, national origin, immigration status, familial status, marital status, age, sexual orientation, gender identity, source of income, or any other class protected under federal, Oregon, or local law (including ORS Ch. 659A and SB 599, effective May 2025).

Application Fee: \$35.00 per applicant (covers actual screening costs per ORS 90.295). **Processing:** 2–3 business days from receipt of complete application.

1. APPLICATION PROCESS & REQUIRED DOCUMENTS

Application Steps

- Submit complete application + all documents + \$35.00 fee
- Screening takes 2–3 business days after complete submission
- Transfer required utilities before move-in

Required Documents (all applicants 18+)

- Government-issued photo ID (driver's license, passport, ITIN card, or any ID reasonably verifying identity)
- Proof of income: 2 recent pay stubs, employer letter on letterhead, or other verifiable income documentation
- Housing voucher + full packet (if applicable)
- Pet documents: PetScreening profile, photo, license, vaccinations (if applicable)
- Assistance animal: healthcare provider documentation (if applicable)

Sight-Unseen Applications: Applicants are strongly encouraged to tour the unit before applying. The \$35.00 application fee is nonrefundable once screening has commenced. Completed applications are processed in the order received. All applicants 18+ occupying the unit must submit separate applications.

2. GENERAL STATEMENTS

- Complete, accurate, legible applications required — falsified information is grounds for denial or termination
- All units and property grounds are **non-smoking** (including marijuana)
- No marijuana may be grown, stored, or consumed on premises
- Illegal drug use: grounds for denial or termination of tenancy
- Occupancy standard: **2 persons (18+) per bedroom**
- No commercial activity (clients, inventory, or equipment) on premises
- Applicants who harass or threaten staff during the process will be denied

3. INCOME CRITERIA

Monthly **gross income must equal at least 2.5x the monthly rent** from a verifiable, legal source. For housing assistance recipients, 'rent' means only the tenant-paid portion (ORS 90.303).

Income Level	Outcome
2.5x rent or above	Standard approval
2x to 2.5x rent	Conditional approval — additional security deposit OR qualified co-signer required
Below 2x rent	Grounds for denial

- **Minimum Credit Score:** 620 or above required for standard approval. Applicants with a credit score below 620 may be considered for conditional approval with an additional security deposit or qualified co-signer at Manager's discretion.
- **Employment:** 6+ months verifiable employment required; less requires additional deposit or co-signer
- **Self-Employed:** Prior year tax returns + state corporation verification required
- **Other Income:** Retirement, SSI, disability, financial aid — verifiable documentation required
- **Full-Time Students:** Financial aid verification + qualified co-signer required if income criteria not met

4. RENTAL HISTORY & EVICTION CRITERIA

- 12 months verifiable rental history (unrelated 3rd-party landlord or home ownership) required; less requires additional deposit or co-signer
- 3+ non-payment notices within 1 year: denial
- 3+ dishonored checks within 1 year: denial
- Unpaid balances owed to prior landlord: denial (COVID period 4/1/2020–3/1/2022 excepted)
- 3+ noise/non-compliance violations within 2 years: denial
- Poor landlord references (damage, unauthorized occupants, threats, etc.): grounds for denial
- 5 years eviction-free history required (COVID period excepted; dismissed actions not considered)

5. CREDIT & BANKRUPTCY CRITERIA

- 10+ unpaid collections (excluding medical & student debt): denial
- 3+ unpaid charge-offs (non-medical): denial or increased deposit
- Bankruptcy within 2 years: additional deposit or co-signer required
- Chapter 7 within 1 year or pending bankruptcy: denial
- Chapter 13 may qualify if 3+ years old, in good standing, no new adverse debt since filing

6. CRIMINAL CONVICTION CRITERIA (ORS 90.303)

Gold Standard will conduct a public records search upon receipt of a completed application. **Arrests without conviction and expunged records are not considered.** 'Conviction' includes: pending charges, convictions, guilty pleas, and no-contest pleas. Applicants with convictions may submit supplemental evidence for individualized review (see below).

- **Permanent / Any time: Murder, manslaughter, arson, rape, kidnapping, child sex crimes, manufacturing/distribution of controlled substances, or any offense requiring lifetime sex offender registration.**
- **Felony — Within 7 years: Drug crimes, person crimes, sex offenses, financial fraud (identity theft, forgery), or any felony adversely affecting property, health, safety, or peaceful enjoyment of residents.**
- **Serious Misdemeanor — Within 5 years: Drug crimes, person crimes, sex offenses, domestic violence, restraining order violations, stalking, weapons, criminal impersonation, burglary tools, financial fraud.**
- **Other Misdemeanor — Within 3 years: Theft, trespass, criminal mischief, property crimes, or any offense adversely affecting property, health, safety, or peaceful enjoyment of residents.**

Individualized Review Process (ORS 90.304): If denied solely on criminal history, applicants may submit a written request with supporting documentation (parole/probation letters, rehab certifications, employer letters, personal statement, etc.). Gold Standard will consider mitigating factors including: circumstances of the offense, age at time of offense, time elapsed, and evidence of rehabilitation. Written denial reasons will be provided within **14 days**.

7. PET POLICY & ADDITIONAL DEPOSIT / CO-SIGNER

- Small pets permitted unless stated otherwise in listing
- No exotic pets
- Additional refundable pet deposit applies
- **Assistance/Service Animals** are not pets — accommodated per Fair Housing Act and ORS Ch. 659A with healthcare provider documentation
- Pet rent may apply

Additional Deposit or Co-Signer: Offered when applicant misses **ONE** criterion in income, rental history, or credit only. Missing **more than one** criterion is grounds for denial.

8. APPROVAL, DENIAL & APPLICANT RIGHTS

Approved: Rent and deposits required before or at time of move-in. | **Conditionally Approved:** Additional deposit or co-signer required. | **Denied:** Written notice provided within 14 days per ORS 90.304. If denial is based in whole or in part on a consumer report, applicant will be notified of the agency name and address and their right to obtain a copy of the report and dispute inaccurate information. Applicants have the right to submit supplemental evidence for individualized criminal history review.

This document is provided to all prospective applicants prior to or at the time of application in compliance with Oregon law (ORS 90.295, 90.303, 90.304). Criteria are applied consistently and equally to all applicants. Criteria subject to change; current criteria provided at time of application. Gold Standard Property Management LLC | 1435 Mildred Ln SE STE 100, Salem OR 97306 | (971) 273-5139 | jacksonlowery@goldstandardpm.net