

Hanna Network is in compliance with the Fair Housing Act and does not discriminate against any person based on their race, religion, sex, disability, familial status, age, national origin or marital status.

Each applicant must be 18 years or older and able to enter in to a legal and binding contract. Each applicant will be required to complete an application. The application must be completed in its entirety and all information provided must be true, accurate and verifiable.

All applicants and co-applicants must provide the following documents to verify their identity: At least one current document containing a photograph, signature and physical description, such as a driver's license, Oregon ID card or Concealed Weapon's Permit. If these documents are not available, we require two current documents issued by a business or government from the United States containing the person's signature, such as a social security card, employee id card or group membership card.

We make every effort to process applications in a timely fashion. Time is needed to verify the information you have provided. If we are unable to verify the information provided on the application due to unanswered phone calls or faxes, it will be denied.

We will contact you with your application status once verification has been completed. If your application is approved, you must complete a rental agreement and provide funds within two business days or we will consider your application inactive and move on to the next applicant.

Attitude

The demeanor and attitude of applicants is important and considered during the review process.

Maximum Adult Occupancy Limits

One Bedroom – 2

Two Bedroom – 4

Three Bedroom – 6

Employment

At least one year of continuous verifiable employment is required. We will require current pay stubs to verify employment. If you are self-employed, you must provide a previous year's income tax return and two months personal bank statements as evidence of income. These documents must be provided with the application.

Income

Minimum gross income must be two times the monthly rent. Applicant and co-applicant income can be combined.

Rental History

At least one year of verifiable rental history is required. References must be an unbiased source; no roommate, family or friends. Your application may be denied for any of the following reasons:

- Any evictions within the last 5 years
- More than two 72 hour notices in the last 2 years
- Negative landlord references in the last 5 years
- Money due to prior landlord in the last 2 years

Credit Analysis

Your application may be denied if your credit report contains any collections or judgments involving landlords. Credit reports indicating delinquent accounts over 60 days, repossessions, liens, foreclosures, garnishments or bankruptcy within the last five years may also be denied. Rents must be paid in cash or money order, if the applicant has issued more than three NSF checks in the last year.

Criminal History

The application may be denied if the applicant, co-applicant or listed occupants have been indicted, arraigned, or convicted of any of the following reported criminal related reasons:

Felony (last 5 years)

Any Terrorist Related

Illegal Drugs (last 10 years)

Theft or Crimes Involving Theft (last 5 years)

Any Sex Related

Any Crime Involving a Minor

Misdemeanor involving crime against a person or property (last 5 years)

Rental Insurance

We strongly encourage all our tenants to obtain rental insurance for their personal belongings. In the case of a loss, our insurance will only provide coverage for the building and fixtures, your items will not be covered.