PDX 5

SUPPLEMENTAL APPLICATION FORM AND GENERAL SCREENING INFORMATION

(CITY OF PORTLAND)

Applicant should review and complete this form prior to the Rental Application for Residents and Occupants.

APPLICANT NAME: _____ (Print)

Screening Criteria: If Landlord charges a screening fee, then Landlord has provided its screening criteria and evaluation process as part of the application package.

Applicant's Election Re: Financially Responsible Applicant Status: There must be at least one financially responsible adult applicant per household.

Do you wish to be screened as a financially responsible applicant? (Check one) ○ Yes or ○ No.

Note: You must select either YES or NO above or your application will be considered incomplete.

Selecting Yes: If you select YES, Landlord will screen you to determine whether you qualify under Landlord's financial rental criteria (see criteria provided as part of application package). Your income and other applicable financial criteria WILL be considered (along with that of any other co-applicant who elects to be a financially responsible applicant) in determining whether you meet Landlord's financial criteria. (You will also be screened for non-financial criteria). Your application will be screened for financial responsibility and you must demonstrate monthly gross income of 2.5 times the amount of the Rent for the Dwelling Unit when the monthly rent amount is below the maximum monthly rent for a household earning no more than 80 percent of the median household income published annually by the Portland Housing Bureau. If the monthly Rent for the Dwelling Unit is at or above the monthly rent for a household earning no more than 80 percent of median household income published annually by the Portland Housing Bureau, gross income must be 2 times the monthly Rent. If applicant receives a local, state or federal government rent voucher or housing subsidy, applicant(s) financial responsibility will be determined based on the rent amount that is reduced by such voucher or subsidy.

Selecting No: If you select NO, do not complete the portions of the Rental Application relating to financial qualifications (e.g. employment and income sections), because Landlord will not screen you to determine whether you qualify under Landlord's financial rental criteria (see criteria provided as part of application package). You will still be screened for non-financial criteria. Your income and other applicable financial criteria WILL NOT be considered in determining whether you meet Landlord's financial criteria. Therefore, you will be relying solely on one or more co-applicants who elect to be a financially responsible applicant to meet Landlord's financial criteria. *Note: If you complete or have completed the portion(s) of the application that relate to financial qualifications, Landlord will disregard that information.*

Opportunity to Indicate Mobility or Other Disability: You may, but are not required to, inform Landlord of any disability status of you or any household member. Please check *any* applicable circle below if you wish to provide Landlord with this information regarding yourself or a household member.

○ Mobility Disability. Note: Portland law defines a Mobility Disability as a disability that causes an ongoing limitation of independent, purposeful, physical movement of the body or one or more extremities and requires a modifiable living space because of, but not limited to, the need for an assistive mobility device.

○ Other Disability. Note: Portland law defines a Disability as a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. Please see the Right to Request a Modification or Accommodation Notice provided herewith for additional information.

If an applicant with a Disability that is otherwise approved through Landlord's screening process requests a Modification, Landlord will not deny housing based solely on the Landlord's denial of a requested Modification. If an applicant's Modification request is denied, Landlord will provide applicant with two opportunities in successive 24- hour periods to make a request for an alternative modification. If no reasonable Modification can be made to the Dwelling Unit to address applicant's disability (or a member of applicant's household), the applicant may accept the Dwelling Unit without Modification, if applicant is otherwise eligible.

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Identification: Landlord will not reject an application as incomplete because an applicant or a member of the applicant's household does not produce a social security number or prove lawful presence in the U.S. In addition, Landlord will not inquire about the immigration status of a member of the applicant's household nor require proof of their lawful presence in the U.S. Landlord will accept any of the following, or any combination thereof, to verify the name date of birth and photo of the applicant:

a. Evidence of Social Security Number (SSN Card)
b. Valid Permanent Resident Alien Registration Receipt Card;
c. Immigrant Visa;
d. Individual Tax Payer Identification Number (ITIN)
e. Non-immigrant visa
f. Any governmental-issued identification regardless of expiration date; or
g. Any nongovernmental identification or combination of identifications that would permit a reasonable verification of identity.

Individual Assessment – Applicable if Landlord Does not apply Low Barrier Screening Criteria:

If the Low Barrier Screening Criteria has not been provided with this Supplemental Application Form, Landlord applies screening criteria that are more prohibitive than the City of Portland's Low Barrier Screening Criteria and outlined in the Screening Criteria provided by Landlord. As such, Landlord will conduct an Individual Assessment for any basis upon which the Landlord intends to deny any application prior to issuing a denial to an applicant. In conducting the Individual Assessment, Landlord will consider:

Supplemental Evidence: In addition to completing Landlord's application form(s) and providing all information and documentation required therein, you may submit with the application any additional written information or materials for Landlord's consideration that you believe may mitigate potentially negative screening results. Additional evidence includes any written information you believe to be relevant to your predicted performance as a tenant. In evaluating an application and negative screening results, Landlord will consider

a. The nature and severity of the incidents that would lead to a denial.
b. The number and type of the incidents.
c. The time that has elapsed since the date the incidents occurred; and
d. The age of the individual at the time the incidents occurred.

Appeals Process: Applicants who are not approved for residency (denied) will have 30 days to appeal the denial. The applicant may submit information and/or documents that applicant believes may correct, refute or explain negative information that formed the basis of Landlord's denial. If Landlord approves an application reviewed on appeal, then the applicant will be prequalified for rental opportunities at Landlord's properties for the 3 months following the date Landlord approves an application reviewed on appeal, and the applicant's screening fee for the 3 months following the approved appeal will be waived. Prior to waiving the screening fee, Landlord requires applicant to self-certify that no conditions have materially changed from those described in Landlord's approved application.

Additional Notices Provided to Applicant: The following notices are included herewith for your review and retention:

- Right to Request a Modification or Accommodation Notice
- Statement of Applicant Rights and Responsibilities Notice
- Rental Housing Application and Screening Minimum Income Requirement

Landlord shall retain this Supplemental Application Form and applicant shall retain the above notices.

By signing below, I certify that Landlord provided me with the above notices.

X_____
Applicant Signature Date

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Portland Housing Bureau
Rental Services Office
Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204
PHONE 503-823-1303 • FAX 503-865-3260
portlandoregon.gov/phb/rso

Rental Services Helpdesk Hours
MON, WED, FRI 9–11am and 1–4pm

Right to Request a Modification or Accommodation Notice Required Under Portland City Code Title 30.01.086.C.3.B

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act,** make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

Some examples of reasonable accommodations include:

- Assigning an accessible parking space
- Transferring a tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building. More information about assistance animals is available here: https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

Some examples of reasonable modification include:

- Adding a grab bar to a tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

Under fair housing laws, a person with a disability is someone:

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.

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Reasonable Accommodations

A reasonable accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a reasonable accommodation.

All housing or programs are required to make reasonable accommodations. Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a reasonable accommodation.

Reasonable Modifications

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

Verification of Disability

In response to an accommodation or modification request and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, they, can ask an applicant/tenant to provide documentation from a qualified third party (professional), that the applicant or tenant has a disability that results in one or more functional limitation. If the disability-related need for the requested accommodation or modification is not known or obvious, the housing provider can request documentation stating that the requested accommodation or modification is necessary because of the disability, and that it will allow the applicant/tenant access to the unit and any amenities or services included with the rental equally to other tenants.

A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and tenants with disabilities, as well as applicants and tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other tenants because of their disability.

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rentalservices@portlandoregon.gov
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Under fair housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If wrongfully denied an accommodation or modification contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination.

Call HUD toll-free at 1-800-669-9777 or TTY 1-800-927-9275 or visit https://www.hud.gov/program_offices/fair_housing_equal_opp/complaint-process

HUD will investigate at no cost to the complainant.

For more information about reasonable accommodations and modifications visit www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications

Call the Fair Housing Council of Oregon at (503) 223-8197 ext. 2 or http://fhco.org/index.php/report-discrimination.

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If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303
TTY at 503-823-6868 or Oregon Relay Service at 711

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This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.

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Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [portland.gov/rso] or by contacting the Rental Services Office at (503) 823-1303 or rentalservices@portlandoregon.gov.

Residential Rental Unit Registration

- Portland City Code 7.02.890

Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance

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Mandatory Renter Relocation Assistance

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)

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If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

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Portland.gov/RSO

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Rental Housing Application and Screening Minimum Income Requirement Notice Required by PCC 30.01.086.D.2.a-b (effective 06/01/2022)

If the monthly Rent amount is **below** the amount listed for the number of bedrooms in a Dwelling Unit, a Landlord can require an Applicant to demonstrate a monthly gross income of up to but not greater than 2.5 times the amount of the Rent.

If the monthly Rent amount is **at or above** the amount listed for the number of bedrooms in a Dwelling Unit, a Landlord can require an Applicant to demonstrate a monthly gross income of up to but not greater than 2 times the amount of the Rent.

# of Bedrooms	Rent Amount
0	$1,492
1	$1,598
2	$1,918
3	$2,216
4	$2,472
5	$2,727

These rent amounts are based on Department of Housing and Urban Development (HUD) 2022 limits.

These rent amounts will be valid on and after June 1, 2022, and will remain in effect until new rent amounts are published by HUD in the Spring of 2023, *and* the Rental Housing Application and Screening Minimum Income Requirement Notice is updated.

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