



BST Realty LLC
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Application Screening Criteria & Disclosures

Application Process

- All applicants must apply through our website at www.simplythebstrealty.com We offer an application to everyone who wants to apply.
- We abide by all Fair Housing Laws and do not discriminate based on membership in a protected class including, race, color, religion, sex, sexual orientation, national origin, disability, marital status, source of income, or any other protected class as defined in any federal, state, or local law.
- It is our company policy to not comment on the likeliness that an applicant will be accepted or denied so please read the screening criteria carefully.
- If you do not meet all the criteria below, we may still be able to rent to you but at a higher security deposit at Manager's discretion.
- We review completed applications in the order that they are received. Incomplete applications will not be reviewed. This Application Screening Criteria & Disclosure guideline must be signed as part of the application process.
- Do NOT submit payment until requested. When we are ready to screen your application, we will request payment.
- Application fees are non-refundable unless the unit applied for has already been filled before the screening process begins or the application is not screened for any reason.
- It may take up to 4 business days to verify information on an application. Time is of the essence if we need additional information and are unable to get ahold of you or are unable to verify information on your application after making a good faith effort the application process might be terminated and your application denied. It is your responsibility to check the email you provided and/or return any text or voicemail messages in a timely manner.
- A valid email is required as part of the application process for communication and to authorize the credit and criminal background check. There are many services that provide free email accounts including Yahoo.com, Hotmail.com and Gmail.com
- Once the application process is started, emailing or texting/calling the agent's direct line will be the primary forms of communication. We are a larger real estate office with multiple locations and agents. If you call our real estate office, there may be a delay in our receiving the message and we make no guarantee that your message will be returned. Availability and property details are all on the office website. The real estate agent on duty, either answering the phones or greeting customers at the office, is unable to comment on the property and give additional information.

Availability

- We keep our office website up to date to the best of our ability. If the property you are interested in is still listed on the website, it is still available, and you may apply. Once we receive a deposit or have a signed lease agreement, the property will be removed from our office website. However, 3rd party advertising sites such as rent.com, Trulia and Zillow may take additional time to be updated.
- We cannot make any guarantees on future listings and availability over the phone. When a unit becomes available, and it is ready to accept applications it will be listed on our office website. Please check it frequently. Voicemails and text messages inquiring about availability might not be returned.
- We do not keep a wait list to be notified when a unit becomes available.
- We will accept applications and keep them on file for potential vacancies in the future
- At time of submitting an application or anytime during the screening process, an applicant may request the number of rental units (similar in type and in the area) that may become available and be listed with BST Realty in the near future to the best of our knowledge.
- Applicant may also request the number of previously accepted applicants that remain under consideration for those rental units.

Pet Policy

- Each unit has their own pet restrictions and limitations. Not all units allow pets. If a pet is allowed, it will be stated in the advertisement.
- Service animals and emotional support animals are not considered pets.
- Due to insurance and liability reasons, we are unable to rent to aggressive dog breeds. If you are unsure if your breed is permitted, please inquire before submitting an application
- All dogs and cats must be current on Rabies vaccination. It is also strongly recommended to be current on all veterinary recommended age-appropriate vaccinations.
- If a pet is approved there may be a higher security deposit.

Screening Guidelines

- If you do not meet all guideline criteria, we may still be able to rent to you at a higher security deposit at Manager's discretion
- All applicants over the age of 18, must fill out a separate application and pay the full application fee. Unfavorable information that leads to denial of an individual applicant could result in all applicants in that group being denied. Children under the age of 18 do not need to apply but be advised that there is a limited occupancy of 2 people per bedroom. For example, a 2-bedroom unit can only house 4 people.
- Applicant must provide form of identification with photograph, such as US Driver's license, US Passport, or US Government Issued Photo ID
- Applicant's demeanor and behavior during the application process may be taken into consideration. If the applicant is hostile, uncooperative, aggressive, unprofessional, or rude, it may be grounds for denial. It is our responsibility to take in consideration the safety and health of our management staff and the safety and peaceful enjoyment of our residents and neighbors.

- Misrepresenting and falsifying any portion of this application will be grounds for denial.

Rental History

- Favorable rental history of at least 2 years. Prior landlord(s) contact information must be provided so we may call for verification. Withholding that information may be grounds for dismissal. If you do not have recent rental history, we may request a written explanation to be provided. If you owned instead of rented, you may provide mortgage payment history for the last 24 months.
- No evictions within the last 5 years. We do not consider evictions that took place 5 years or more ago, nor do we consider evictions which resulted in a dismissal or a general judgement for the applicant. We also do not take into consideration eviction judgments that were rendered during the COVID-19 Protection Period (April 1, 2020 – February 28, 2022)

Income

- Household income should be at least 2 ½ times the rent
- Applicant to provide income verification. Forms of verification include but are not limited to providing employer contact information, bank statements, recent pay stubs, and award letters for Social Security, child support, alimony, public assistance, or housing assistance. We do not discriminate on source of income.
- Self-employed applicants must supply a copy of their most recent tax return, current bank statement, last 3 months of business bank statements and business license.
- Out of state applicants that do not have verifiable local employment will need to provide a recent bank statement with a balance of at least 4x the rent.

Credit and Criminal Background Check

- We will run a credit report. There is no minimum score requirement, but a negative credit report may be grounds for denial. Negative reports include but are not limited to collections, late payments, judgements and pending bankruptcy excepting nonpayment balances that accrued during the COVID-19 Emergency Period (April 1, 2020 – June 30, 2021). Please provide a letter of explanation if there are extenuating circumstances which require additional consideration
- A criminal background check will be performed. Criminal convictions or pending charges may be grounds for denial. Criminal history will be evaluated on a case-by-case basis. The nature and severity of the incidents, number and type of incidents, how long ago it occurred and the age of the individual at the time of the incidents will all be taken into consideration. Applicants are encouraged to provide supplemental information.

Rent, Deposit and Fee Disclosure

- **Monthly Rent: \$**
- **Security Deposit: \$**
- Security Deposit may be higher if applicant does not meet one or more of the screening criteria, at Managers discretion
- **Application Screening Fee per Applicant: \$**

- Fee covers the cost for credit and criminal background check and the time and effort to verify application information and contact references.
- **Renter's Insurance is required.** Tenant(s) is required to maintain minimum of \$100,000 liability coverage and list BST Realty as Interested Party. If tenant(s)' combined household income falls at or below 50% of the median for the area, Renter's Insurance may not be required. If management requests, tenant must be able to provide proof of insurance.

Upon executing of Rental agreement, the following charges may be in effect

- Late payment of rent charge not to be greater than 5% of the monthly rent for each 5 days of delinquency
- Early termination of lease fee equal to 1 ½ times the monthly rent or actual damages at the management's discretion.
- Tampering of smoke alarm and carbon monoxide alarm of \$250
- Noncompliance violations (failure to cleanup garbage, pet waste or other waste, parking violations, or other improper use of vehicles) will receive a Written Warning Notice. If non-compliance violation reoccurs within 1 year of written notice, a 2nd Violation fee of \$50 will be issued, Subsequent violations will be charged \$50 plus 5% of current rent.
- Returned check fee of \$35 plus any additional fees charged by the bank
- Late payment of utilities fee: \$50
- Unless stated otherwise, all units are non-smoking. Smoking or vaping in a clearing designated non-smoking/vaping area will result in a fee not to exceed \$250 per violation.
- Keeping an unauthorized pet capable of causing damage may result in a fee not to exceed \$250 per violation.
- If the Homeowner's or Condominium Association charges a fee for moving in or out of a unit, that fee may be passed onto the tenant as allowed by the law.
- **Homeowner's or Condominium Association fee: \$ per**
- If the mailbox associated with the unit is a locking type, the tenant is responsible to pay any fees charged by the Post Office to re-key the mailbox if it hasn't been re-keyed between tenancy or a key is provided by management

Acceptance Process

- If application is denied, applicant will be notified and will be given a reason for denial.
- If an application is approved, applicant will have **3 business days** to execute a Rental Agreement, pay all moneys due (first months rent & security deposit) and take possession of the unit if it is rent ready. If it is not rent ready, applicant must pay the security deposit in full by the above-mentioned timeframe to hold the unit. If applicant fails to do so within that timeframe, it will be considered that they are refusing the offer and they will lose their place in line for the unit, unless they have made other arrangements with Management.
- We do not require a "Last Month's Rent"
- Rent begins the day that all moneys are received, lease signed and unit is move in ready regardless if tenant intends on moving in that day or not, unless another agreement has been made with Management.
- Tenant must move all applicable utilities in their name to begin on that date regardless if tenant moves in and take possession on that day or chooses to move in on a later date. Failure to do so may result in denial of occupancy until utilities are transferred and any amounts owed are paid.

- Applications are valid for 60 days from submission for any property managed by BST Realty.

X _____
Applicant Signature Date

X _____
Applicant Signature Date



BST Realty LLC is an equal opportunity provider and employer.