

## **Oak Harbor Property Management, LLC**

### **Fair Housing, Screening, Application, and Tenant Requirements**

Oak Harbor Property Management, LLC does not discriminate against any person because of race, color, creed, religion, age, sex, handicap, familial status, sexual orientation, political ideology, marital status, parental status, disability, ancestry, national origin, or rent subsidy support such as Section 8. Oak Harbor Property Management, LLC conducts all business in accordance with Federal Fair Housing Law, as well as local and state laws.

#### **Tenant Screening Criteria**

Oak Harbor Property Management, LLC that can fulfill three basic requirements: pay rent on time, abide by all local, state, and federal codes and laws, and treat property with utmost respect. If yes to all three, you passed the initial screening. Oak Harbor Property Management, LLC recognizes that not everyone has 'perfect' rental credit. We strive to work with applicants on a case-by-case basis to help qualified tenants find quality homes. If you do not meet all criteria below you still might still be a good fit as we consider all circumstances when making rental decisions.

#### **General Criteria**

- a. Incomplete, inaccurate, or falsified information on the application will result in denial and/or immediate lease termination without exception.
- b. All applicants over the age of 18 must complete an application in full regardless of status in the family.
- c. Government issued photo ID required of all applicants over the age of 18.

#### **Rental History Requirements**

- a. Applicant must have one year verifiable rent or mortgage history from a non-relative and/or prior homeownership.
- b. Current and previous landlord information must be verifiable.
- c. No outstanding debt to current or previous landlord/property management company.
- d. No evictions

#### **Income Requirements**

- a. Your gross income should be approximately three times your rent payment (or portion of rent attributable to applicant(s) for subsidized housing such as Sec. 8).
- b. All source(s) of income must be verifiable either through pay stubs, tax returns, bank statements, etc.

#### **Credit Criteria**

- a. An established credit history.
- b. No un-discharged bankruptcies.

#### **Criminal Records Criteria**

- a. Criminal convictions within last seven years could result in application denial.

Oak Harbor Property Management, LLC reserves the right to modify, add, remove, and change screening criteria and due to specific circumstances.

#### **Application Information**

An application fee of \$35 per adult (over 18) is required. Applications are completed and paid for online. Allow 24-72 hours to complete the screening process. Keys will be issued after a lease and all addenda have been signed by all Leasors AND all agreed upon monies are paid.

#### **Move-In Information**

Transfer all tenant paid utilities into your name effective lease start date. Complete tenant move-in damages and schedule walk-through with property manager within 5 days of lease start date. Do not install satellite dishes without permission; failure to do so will end in removal of dish and all associated repairs.

#### **Tenant Payment Options Statement Availability**

Rent Payment options include ACH, debit/credit, or PayNearMe (<http://www.paynearme.com>) administered through secure Landlord online portal. Rent Payment options and statements available online by browsing to [rentoakharbor.com](http://rentoakharbor.com) and clicking on login. Contact Landlord for online portal access.