



104 GRANT STREET, PORTLAND, MAINE 04101
207-775-5673
www.portpropmgt.com

RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, sexual orientation or national origin. We also comply with all state and local fair housing laws.
2. **Apartment availability policy.** We update our list of apartments as each apartment becomes available and/or as each apartment is rented. An apartment that's available in the morning may not still be available later that same day. We will not hold an apartment for any prospective tenant without a deposit equal to one month's rent.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions we adhere to all applicable fair housing laws. All advertised prices are based on one tenant per bedroom. An additional resident per bedroom may reside in the apartment, with PPM's written approval, if occupancy guidelines permit.
4. **Application process.** We evaluate every rental application in the following manner: You must submit a rental application and answer all questions on the form. You must pay the \$25 non-refundable application fee. We will determine, from your responses on the application, if you pre-qualify for the apartment that you are applying for. If you pre-qualify we will send your application to our screening company, which will check your credit report, employment history and rental references to confirm that you meet our criteria. If you do not qualify, we will deny your application and return your original one month deposit. If you meet our criteria, we will verbally approve your application. If you change your mind about renting the apartment within the 24 hours of your application being approved, we will refund the original one month deposit. If you decide after the 24 hours has expired that you will not rent the apartment, your deposit will be forfeited.
5. **Rental criteria.** To qualify for an apartment with Port Property Management, you must meet the following criteria:
 - i. **Income.** Your monthly gross income must be at least two and one half times the monthly rent. You must be able to prove at least one year of constant employment. If you are unemployed and/or you are a full time student you must provide proof of a steady, reliable source of income.
 - ii. **Rental History.** You must have at least two years of recent, satisfactory rental references. If you have ever been evicted and/or sued for any serious lease violation or owe another landlord any money, we will deny your application.

- iii. **Credit History.** Your security deposit is based on your Application Score as determined by Saferent. Saferent uses a variety of criteria to generate a score, including income and credit history. Depending upon your Application Score, your Security Deposit can be as little as \$100 or as much as a full month's rent.
- iv. **Guarantors/Full Deposit.** If you do not meet one or more of the above mentioned criteria, you may still qualify for an apartment by having a third party guarantee your lease and by paying a security deposit equal to one full month's rent. You may be able to qualify for a full security deposit without a guarantor if you meet our rental history requirement, but you do not meet our credit and income requirements as determined by Saferent. If a guarantor is required, he or she must pass the same application and screening process that you must pass. Each guarantor application will require a non-refundable \$25 application fee. When determining whether the guarantor meets our income requirements, we will consider his or her own housing costs.
- v. **Criminal History.** If you have ever been convicted of a felony and/or you are listed on a Sex Offender Registry, we will deny your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will deny your application.
- vi. **Dishonesty.** If we find that you have been dishonest on any part of your application we will deny your application immediately. Please be sure to list all rental references on your application, attach additional sheets if needed, and answer all questions honestly.
- vii. **Renter's Insurance.** If you become a resident of Port Property Management, you will be required to provide proof of Renter's Insurance within the first thirty days of occupancy.
- viii. **Pets.** We will gladly rent to residents who have up to two pets if they pass the above criteria and agree to the terms of our pet addendum. The monthly fee will be \$10 for one pet and \$20 for two pets. No dogs are permitted in or around the premises without prior express approval of Landlord.

Inappropriate or threatening behavior towards any Port Property Management employee, agent or resident during the application process will be grounds for denial.