



FAIR Ordinance - Applications & Screening

Looking for an apartment in Portland? Here's what to look for when you're applying!

- When looking for a rental, pay attention to when the "Open Application Period" starts. This will be a 72-hour window when landlords are beginning to take applications for an available rental. Do not apply before this - your application won't be looked at until the applications that were taken during this period were processed.
- Applications must include a place to let the landlord know if you have a disability, 2 City of Portland notifications (how to request a reasonable accommodation or modification as well as where to find the PHB Statement of Applicant Rights), the screening criteria the landlord is using and the ability to present supplemental evidence with your application.
- A landlord may apply either the predefined Low-Barrier screening criteria, or their choice of screening criteria (Landlord Choice).

What forms of ID must a landlord accept?

Evidence of a Social Security Number (SSN Card) - You CAN NOT be denied for failure to prove proof of legal residence in the U.S.

Valid Permanent Resident Alien Registration Receipt Card;

Immigrant Visa;

Individual Tax Payer Identification Number (ITIN);

Non-immigrant Visa;

Any government-issued identification regardless of expiration date; or

Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity





What about income requirements?

- If rent is less than the amount affordable at 80% MFI, then the required income can be: 2.5x the rent amount.
- If rent is more than the amount affordable at 80% MFI, then required income can be: 2x the rent amount. (your caseworker can help you figure this out or there is a list available that PHB publishes each year)
- When you apply you can choose which of the adults in your household will be "financially responsible" for the rental. These applications will be the only ones where credit is considered, but they will also be the only applicants where the income is considered.

What if I'm concerned about something on my background check?

- Landlords will have a screening criteria that checks criminal history, rental history and credit. The predefined Low-Barrier screening criteria can be found with your caseworker or from PHB. Landlords that use a different criteria have to provide you a copy or tell you where to access it.
- They must accept supplemental evidence for anything related to your criminal history and it is best practice to accept this for rental history and credit.
- If you are concerned about negative screening results, you can provide Supplemental Evidence to explain, justify or negate the relevance of potentially negative information. You will include this with your completed application. This could be in the form of:
 - Personal letters,
 - Documents from a community organization,
 - Proof of participation in a substance treatment program, or
 - Anything else believed to be relevant.
- If a landlord has a screening criteria that is more strict than the Low-Barrier Criteria, they must perform an Individual Assessment of your evidence and notify you in writing why it wasn't sufficient if they choose to deny you.
- A landlord must notify you in writing their decision within 2 weeks of you submitting your completed application. Don't forget to request a receipt!

