

Prospective Resident Letter

Date: _____

Dear Prospective Resident,

Thank you for your interest in becoming a resident in our Community. This packet of information contains copies of our Statement of Policy, Rental Agreement, and Rules and Regulations for your review. Upon approval of your rental application, you will receive a letter asking you to contact the Park Representative. He/She will arrange a meeting with you to go over these forms and to answer any questions you may have at that time.

As the Landlord of this Community, we strive to strictly enforce resident acceptance policies. Please note we provide equal housing opportunity to everyone.

In order for you to become a resident of this Community, you must meet the criteria and provide the following information:

1. ***Completely fill out and sign a rental application.***
2. ***All information*** on the application ***must be correct and verifiable***. If you refuse to either fill out any part of the application or authorize us to run the necessary reports to screen your application, we will deny you approval for residency. If we determine that any of the information given on the application is false, we will deny the application.
3. ***All applicants must qualify individually for residency***. If one co-applicant does not qualify and the other does, we will have to deny approval for residency.
4. ***Two pieces of identification, one with the applicant's photo (such as driver's license) is required.***
5. ***Acceptable credit, rental and criminal history are the main criteria used in reviewing your application.***
6. ***Total rent, utilities, insurance and mortgage payments are not to exceed 30% of your gross income.***
7. ***You must be gainfully employed for 12 months or longer with current employer prior to the date of your application, or have verifiable retirement or social security income.***

8. ***Pets must meet the requirement of the Park in regard to number and size of pets (see Park Rules and Regulations for size and number)***. The definition of pets is dogs and/or cats, and you must name Parkway Estates, LLC as the co-insured on your Homeowners Insurance policy for any liability arising out of the maintenance of your pet.
9. Number of occupants that will reside in the home does not exceed two (2) people per number of bedrooms, plus one additional person.
10. ***No more than 2 vehicles per lot*** (See Rules and Regulations for full details).
11. ***Home must be owner-occupied; no sub-leasing*** (this includes renting bedrooms in home) ***or rentals***.
12. Oregon and Federal law permits the Landlord to deny tenancy on the basis of, but not limited to: pets, number of occupants, credit references, character references, criminal records, tenant history of eviction or property damage, rental history, unverifiable or insufficient income (excessive debts), or incorrect, incomplete or unverifiable application information. Our policy is the same as these laws.

A prepaid fee of **\$40.00 per individual** will be required to process your application. You will be notified as soon as possible as to whether your application has been accepted or rejected.

If you have any question on policies regarding qualifying as a resident in our Community, please address them to my Assistant, Carol Dennison at (503) 663-4128.

Thank you,

PARKWAY ESTATES, LLC