



**EMERALD PROPERTY MANAGEMENT, INC.**  
 Telephone: (541) 741-4676 24-Hour Fax: (541) 744-2849  
 525 Harlow Road, Springfield, Oregon 97477



**Office Use Only:**  
 Photo ID   
 Current Tenant   
 Roommate for Current Tenant   
 Past Tenant

**Rental Application - Special!!! Application is FREE; however, a \$50\* per applicant screening charge (including co-signer applications) will be assessed to each approved applicants upon signing of a rental contract. All applicants must turn in all completed applications at the same time. A Photo ID is required at the time of application completion. If applying as a roommate to be added to a current rental agreement, \$50\* application fee is due upon submitting as a cashiers check or money order. Clearly write Roommate with the address you wish to be added to on first choice line and payment. \*If applying in Eugene City Limits Application fee \$10**

What property or properties are you applying for?  
 1st choice \_\_\_\_\_  
 2nd choice \_\_\_\_\_  
 3rd choice \_\_\_\_\_

How did you learn about us?  
 (please mark all that apply)

The Register Guard  Yellow pages  
 On-site "for rent" sign  Radio  
 On-site "managed by" sign  TV  
 Friend/neighbor/relative  
 Other/Internet: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Alias/Alternate/Maiden name? \_\_\_\_\_  
First Middle Last

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's Li. # \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Note: State ID or Military ID numbers may be substituted for drivers license number. State

**Contact number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Rental History**

**Current Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Payment\$ \_\_\_\_\_ Landlord/Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Landlord/Company Email: \_\_\_\_\_ Landlord/Company Phone(s) ( \_\_\_\_\_ )

What word best describes your relationship with the manager/landlord (please check one)?  Professional  Friend  Relative  Owned Property

Reason for moving: \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Payment\$ \_\_\_\_\_ Landlord/Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

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Landlord/Company Email: \_\_\_\_\_ Landlord/Company Phone(s) ( \_\_\_\_\_ )

What word best describes your relationship with the manager/landlord (please check one)?  Professional  Friend  Relative  Owned Property

Reason for moving: \_\_\_\_\_

**\*\*Please note that any additional addresses lived at in the past five years should be submitted on a separate sheet of paper including full address, length of tenancy, names and phone numbers of landlord or company. By failing to turn in additional sheet, applicant states that all addresses listed above are accurate and are a complete list of all tenancies, occupancy, and/or ownership in the past five years.**

**Employment and/or Income Information**

Present Employer \_\_\_\_\_ How Long(Y/M)? \_\_\_\_\_ Monthly Salary\* \$ \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Job title: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer \_\_\_\_\_ How Long(Y/M)? \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

Additional Income: Amount per month \$ \_\_\_\_\_ Source \_\_\_\_\_

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(\*Monthly Salary BEFORE taxes Wage per hour X Average Weekly Hours X 52 weeks Divide by 12 Months = Monthly income.)

**Emergency Information REQUIRED (other than person living with you or co-applicant or co-signer)**

In case of emergency please notify-- \_\_\_\_\_ Relationship: \_\_\_\_\_

Complete address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Personal Reference (must be different than emergency contact person)**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Vehicle Data**

TOTAL Number of Vehicles # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**Proposed Occupants (Do not list self below. Do list all others including spouse and anyone over or under 18 years of age)**

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

How many TOTAL people will there be living in the rental unit? # \_\_\_\_\_ How many TOTAL people are filling out applications for residency? # \_\_\_\_\_

Do you expect to have any guests within the unit for more than 14 consecutive days?# \_\_\_\_\_ (Anyone 18 or older who plan to reside in the unit will need to submit their own, separate application.)

When will you be ready to move in (please check up to 2)?

immediately  as soon as unit is ready  1 week  2 weeks  more than 2 weeks  Other: \_\_\_\_\_

When will you have the "move-in" money (note that this is usually approximately twice the monthly rent)?

immediately  as soon as unit is ready  1 week  2 weeks  more than 2 weeks  Other: \_\_\_\_\_

Do you have a pet/animal? Yes  No  # of Dog(s) \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Name(s) \_\_\_\_\_

# of Cat(s) \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Names(s) \_\_\_\_\_

Immunized? Yes  No  Licensed? Yes  No  Spade/Neutered? Yes  No  Inside Pet? Yes  No  Outside Pet? Yes  No

Caused any past injury? Yes  No  Caused any past damage to property? Yes  No  Breed of pet(s) \_\_\_\_\_

Other kinds of pet(s) \_\_\_\_\_

All applicants must complete a pet/animal profile or a no-pet profile with PetScreening. <https://emeraldpropertymanagementinc.petscreening.com/>

If applicant needs a paper application, please inquire

**Background Information**

1. Have you ever been evicted for non-payment of rent? ..... Yes  ..... No

2. Have you ever been evicted for any other reason? ..... Yes  ..... No

3. Have you ever had a judgment filed against you?  
For non-payment of rent or for damages to a rental unit? ..... Yes  ..... No

4. Have you ever been arrested and/or convicted for rape, arson,  
physical abuse, prostitution, or illegal use and/or sale of illegal drugs? ..... Yes  ..... No

5. Have you ever been convicted of a felony? ..... Yes  ..... No

6. Are you a Section 8 applicant? ..... Yes  ..... No   
If marked yes-Please provide rent amount breakdown or calculation sheet

7. Are you currently on a subsidized rental program?..... Yes  ..... No   
If marked yes- Please provide a letter with details that include monthly amount and length of program

8. Do you plan on using the rental unit as a child-care  
facility and/or plan to do any extensive babysitting? ..... Yes  ..... No

9. Have you ever sued a landlord for any reason? ..... Yes  ..... No

10. Have you lived in the state of Oregon for at least the past six months? ..... Yes  ..... No

11. Have you ever received a 30-day notice from a landlord/manager? ..... Yes  ..... No

12. Do you smoke? ..... Yes  ..... No

13. Do you have a waterbed and/or a fish tank over 20 gallons?..... Yes  ..... No

Background questions continue on next page

**Background Information (continued)**

- 14. Did you give your current landlord/manager a 30-day notice? .....Yes  .....No  N/A
- 15. Have you ever filed for bankruptcy? .....Yes  .....No
- 16. Have you ever received a violation notice for noise, traffic, or garbage from a manager? .....Yes  .....No
- 17. Are you a full-time student at a local college, trade school, or university? .....Yes  .....No
- 18. Do you have a co-signer? .....Yes  .....No
- 19. Are you active duty in the military? .....Yes  .....No
- 20. Are you Self Employed?.....Yes  .....No

If marked Yes- Please provide last year's tax return or proof of monthly income. Applicant certifies that the above information is true and correct and authorizes Emerald Property Management, Inc. to verify any and all information necessary (including criminal and credit checks) to evaluate the application for tenancy and credit standing. Applicant understands that inaccurate, incomplete, or false information is grounds for denial of the application and could also result in termination of tenancy.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Revision 7/25 - EPM

**Tenant Screening and Selection Process. Criteria for Residency.**

*Applicant is urged to review the screening criteria to determine if requirements can be met.*

*If any applicant needs assistance, known as "reasonable accommodation" in the application process, please advise the owner/agent.*

*Each applicant over 18 (and those who may qualify as tenants as per ORS 109.510 and ORS 109.697) shall submit a completed application and must qualify individually or in specific areas determined by the landlord. Acceptance or denial of the application may take up to 5 business days upon the commencement of the application process. Upon acceptance, applicants may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits within 2 business days (48 hours).*

- 1. Applicant's gross income must be **2.5 times** the rent amount and must be verifiable and from a legal source. Inconsistent work references or other inconsistent income which result in applicants gross income to be less than three times the rent amount, may result in the landlords right to deny application. In the case of subsidized rent such as "Section 8" or other acceptable assistance programs, the income must be 2.5 times the tenant(s) portion of monthly rent.
- 2. All current and previous landlord references will be verified. All applications are required to have at least 12 months of professional, unbiased, unrelated verifiable rental history. Information such as the following may result in the landlord's right to deny the application: a) previous indications of inability to pay rent (except during 4/1/2020-3/1/2022), b) previous rental agreement violations, or c) conduct which disturbs the peaceful enjoyment of neighbors.
- 3. Failure to provide correct verifiable references may result in the landlord's right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
- 4. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord's right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
- 5. A credit check may be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to-income ratio of more than 30% may result in the landlord's right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency, or c) charge an additional deposit of 100% of the stated rent. We do not use a specific credit score number in application screening.
- 6. Any recorded or unrecorded FED within the last 5 years except for general eviction judgments obtained 4/1/2020-3/1/2022(except as per ORS 90.390(3)), collections, late payment history, judgments, insufficient credit file or no credit file may result in the landlord's right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency c) terminate the rental agreement if subsequent information regarding prior FED, collections, or judgments are determined detrimental by the landlord, or d) charge an additional deposit of 100% of the stated rent. Evictions actions that are dismissed or resulted in a judgment when the applicant has provided supplemental evidence proving that they suffered a job loss at no fault of their own may not be considered. If your eviction was related to a non-behavioral issue, you may provide supplemental evidence as instructed herein and that information will be reviewed.
- 7. Verification of income may be made by: a) employment verification b) proof of self-employment may be made by verification of business license with city and commerce department. C) proof of non-employment income. Proof of income may be documented through prior years tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable. Stability of the source and amount of income during the past five years may be considered.
- 8. Demeanor, attitude, and behavior during application and interview process will be considered. Any person(s) determined to a direct threat to the health and safety of any other person(s) including but not limited to residents, staff, agents/owners, vendors and/or guest(s) will be denied.
- 9. The maximum number of occupants per unit is as follows: 1 Bedroom-2 Persons, 2 Bedrooms-4 Persons, 3 Bedrooms-6 Persons, 4-Bedroom-8 persons, etc. Maximum amount of vehicles per unit (not per applicant) is up to 2 vehicles, unless stated otherwise.
- 10. Arrests and/or convictions may be evaluated. Any individual whose occupancy may constitute a direct threat to the health and safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance will be denied.
- 11. Pets may or may not be permitted, dependent on the owner/agent. Parking shall be limited to two vehicles per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
- 12. Any information provided that is incomplete, inaccurate, or falsified may be grounds for denial of the application or subsequent termination of tenancy.
- 13. Emerald Property Management, Inc. adheres to the Fair Housing Act and Americans with Disabilities Act, and state/ local laws regarding discrimination and does not consider race, color, sex, marital status, source of income, familial status, religion, national origin, gender identity, sexual orientation, disability, or age (except where the property meets the requirements of housing for older persons or those who are under the age of 18 and not emancipated, except as noted above). All applications are processed by an investigative consumer third party company and/or consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures, repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references, and criminal history. As per ORS 90.295 Section (3) (D), all applicants have the right to dispute the accuracy of any information provided by the credit reporting agency. If a screening agency is used by Emerald Property Management, Inc. is: **Trans Union Corporation 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022 1-800-888-4213 and/or Background Investigations 7668 SW Mohawk St Tualatin, OR 97062 (503) 639-6000 Application is property of Emerald Property Management, Inc.**
- 14. **Eugene Applicants:** Emerald Property Management, INC has the right to refuse processing the application if the applicant has violated a rental agreement 3 or more times in a 12 month period with Emerald Property Management, INC preceding the date of the application.



To visit our website and see our current listings please go to [www.EmeraldPM.com](http://www.EmeraldPM.com) or scan this link

Criminal details on the backside

Further details regarding section 10: Criminal Criteria

Upon receipt of the rental application, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or plead guilty or no contest to, any: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is pending charges is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises or residents, the landlord or the landlord's agent.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Murder, manslaughter, criminally negligent homicide, aggravated vehicular manslaughter, class A felonies involving arson, rape, kidnapping, child sex crimes, where the date of disposition, release of parole has occurred in the last 20 years.
- b) Class A felonies not included above for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, where the date of disposition, release or parole has occurred in the last 10 years.
- c) Class B felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, aggravated theft, where the date of disposition, release or parole has occurred in the last 7 years.
- d) Class C felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, theft criminal mischief, coercion, animal abuse, where the date of disposition, release or parole has occurred in the last 5 years.
- e) Class A misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, unlawful possession of a firearm, possession of burglary tools, where the date of disposition, release of parole has occurred in the last 5 years.
- f) Class B misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, disorderly conduct, where the date of disposition, release or parole has occurred within the last 18 months.

If applicant is denied for criminal reason(s), applicant is given the the opportunity to submit supplemental evidence to explain, justify or negate the relevance of potentially negative information. You may have a reasonable amount of time to submit such evidence. Reasonable amount of time" is determined by the landlord. Supplemental documentation could include:

- a. Statement from Applicant
- b. Letter from employer, teacher, etc.
- c. Letter from parole or probation officer
- d. Letter from medical provider, caseworker, therapist, counselor, etc.
- e. Certificates of treatment/rehab/rent well programs

Emerald Property Management, INC requires all renters to obtain renters insurance or Liability to Landlord Insurance (\$100,000 liability) prior to moving into approved unit. As per ORS 90.222. If Resident(s) household income is equal to or less than 50% of the area median income and/or the dwelling unit of the Resident(s) has been subsidized with public funds then they are exempted. We use a third party verification company and proof of policy will be required prior to move in. Policy must show liability limits of \$100,000, list all financially responsible residents and list Emerald Property Management, INC as an interested party with the correct office address of 525 Harlow Rd Springfield OR 97477.

USE OF THIRD PARTY PET/ANIMAL NO PET VERIFICATION DISCLOSURE:

A welcoming environment is paramount to all of our residents with or without pets as well as animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider. Please get started by selecting a profile category on our landing page. Copy and paste the following link into your browser: <https://emeraldpropertymanagementinc.petscreening.com/> If applicant needs a paper version, please inquire.