

# Application Packet

Crown Property Management, Inc.

**Drop off applications to:**

698 12th St SE #100  
Salem, OR 97301

**Mail applications to:**

PO Box 5790  
Salem, OR 97304

**Apply online at:**

CrownPM.net

Thank you for taking an application. Please make sure to completely read and fill in all sections, as incomplete or inaccurate applications may be denied.

Applications are taken on a first come, first serve basis (must include applicant screening charge).

Each applicant (any person 18 or older) must fill out a separate application and provide \$65 (\$10 for units located in Eugene) each for the applicant screening charge.

Paid applications for all parties must be received within 24 hours of the initial paid application. All requested information and documentation (see Application Screening Criteria) must be received within 2 business days of application. Failure to provide all applications and/or documentation may result in the denial of the application.

**Personal Information**

Your legal name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

**The address you are applying for:** \_\_\_\_\_

**Requested Move-In Date:** \_\_\_\_\_

Do you have any animals?  Yes  No Size/Type: \_\_\_\_\_

(Size/breed restrictions may apply and an additional deposit or deposits may be required)

Have you seen the inside of the unit?  Yes  No

Do you plan to receive rental/security deposit assistance?  Yes  No  Maybe

\*\* All security deposits are due by 3:00 PM the next business day following approval. Prorated rent (based on move-in date) is due at move-in. Monthly rent is due by the 1<sup>st</sup> of each month.

**Management Use Only –**

01/20/2026

Date rcvd: \_\_\_\_\_ Time rcvd: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Employee Initial: \_\_\_\_\_

Photo ID \_\_\_\_\_  Income  Signatures (both pages)  Animal Photo

Roommate for Occupied Unit?  Yes  No Has the current tenant notified CPM of roommate to apply?  Yes  No

Caregiver  Temporary Occupant  Cosigner  Other \_\_\_\_\_

**Physical:** 698 12th St SE #100 Salem, OR 97301 • **Mailing:** PO Box 5790 Salem, OR 97304

**Phone:** 503-485-2600 • **Fax:** 503-399-3988

**Info@CrownPM.net • CrownPM.net**



# Application Screening Criteria

Owner/Agent Name: Crown Property Management, Inc.  
Phone: 503-485-2600 Fax: 503-399-3988

Mailing Address: PO Box 5790, Salem, OR 97304  
Physical Address: 698 12th St SE #100 Salem, OR 97301

Applicant Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address Applying For: \_\_\_\_\_

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. A valid explanation for any divergence from the requirements may be considered by the landlord if documentation or written explanation is provided by the applicant(s). Failure to meet the screening criteria may be grounds for (1) the denial of the application, or (2) the requirement of a co-signer who will also be required to meet the screening criteria, and/or (3) the requirement of an additional security deposit(s). Any information found to be false, incomplete or inaccurate may result in the denial of the application and/or subsequent termination of tenancy.

Applications are taken on a first come, first serve basis (must include applicant screening charge). Each applicant (any person over 18) must fill out a separate application and provide \$65 (\$10 for units located in Eugene) each for the applicant screening charge. Paid applications for all parties must be received within 24 hours of the initial paid application. All requested information and documentation must be received within 2 business days of application. Failure to provide all applications and/or documentation may result in the denial of the application.

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. We do not discriminate against applicants on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, familial status or source of income.

## 1) Application Process:

- Each applicant over 18 shall submit a complete application that is legible, verifiable and accurate.
- Each applicant shall provide any of the following, or any combination thereof, necessary to verify applicant's name, date of birth and physical appearance: (a) A Social Security card or evidence of a Social Security number; (b) A certified copy of a record of live birth; (c) A permanent resident card issued by the United States Citizenship and Immigration Services; (d) An immigrant or nonimmigrant visa; (e) An individual taxpayer identification number card issued by the Internal Revenue Service; (f) A passport, driver license or other government-issued identification, regardless of expiration date; or (g) Any nongovernment identification or combination of identifications that would permit a reasonable verification of identity.
- An applicant screening charge of \$65.00 (\$10.00 for units located in Eugene) per person (18 and older) shall be paid at the time application is submitted.
- **The applicant screening charge is non-refundable.**
- The Landlord will utilize a tenant screening service to run a credit check, verify information, obtain consumer credit reports and obtain reports of civil and criminal records.
- A credit score of 600-675 may result in an additional security deposit of \$300.00; a credit score of 550-599 may result in an additional security deposit of \$500; a credit score below 550 may result in an additional security deposit of \$700.
- Any applicant whose occupancy may compromise the safety of any other individual or the property may be denied.

If the application is denied in whole or in part the applicant shall be notified in writing at the time of the denial. Applicants may appeal a denial by emailing Linda@CrownPM.net or mailing a letter and/or additional documentation to PO Box 5790 Salem OR 97304. Appealing a denied application does not automatically reinstate the application.

## 2) Income: Total gross income shall be at least 3 times the monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- If employed, copies of at least 2 current pay stubs or an employer statement of earnings (additional documentation may be requested).
- If self-employed, copies of last tax return.
- If other income, copies of assistance checks, retirement investment reports, or other financial data that can prove source, amount, frequency, and duration of income.
- Funds owed to a landlord may result in an additional security deposit. (\$500 additional security deposit if total owed is \$0.01 - \$3,000; \$1,000 additional security deposit if total owed is over \$3,000.) Landlord may require proof of payment in full to avoid the additional security deposit.
- Funds owed to a utility company may result in an additional security deposit. (\$500 additional security deposit if total owed is \$0.01 - \$3,000.00; \$1,000 additional security deposit if total owed is over \$3,000.00.) Landlord may require proof of payment in full to avoid the additional security deposit.
- Any bankruptcies must be discharged.



# Application Screening Criteria

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**Phone:** 503-485-2600 **Fax:** 503-399-3988

**Mailing Address:** PO Box 5790, Salem, OR 97304  
**Physical Address:** 698 12th St SE #100 Salem, OR 97301

**Applicant Legal Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address Applying For:** \_\_\_\_\_

**3) Residential References:** The applicant shall provide information necessary to verify rental or home ownership history. We may request up to 5 years of rental history. Insufficient rental history for the duration of the previous 12 months, or negative rental references for residency within the last 5 years may result in the denial of the application, except for unpaid balances (including rent reflected in judgements or referrals of debt to a collection agency) that accrued on or after 04/01/2020 and before 03/01/2022. Evictions must be at least 5 years old, except for general eviction judgements entered on claims that arose on or after 04/01/2020 and before 03/01/2022.

**4) Insurance:** Tenants are required to show proof of a \$100,000 liability insurance policy prior to move in. Please list Crown Property Management, Inc. as an "Interested Party" on your insurance policy. Tenants whose household income is 50% or less of the area median income (adjusted for family size as measured up to a five-person family) are not required to provide renter's insurance but must still notify Crown Property Management, Inc. of their exemption.

**5) Limitations:**

- Number of vehicles allowed may vary per unit.
- All advertised units are non-smoking units.
- It is at the discretion of Crown Property Management, Inc. and/or property owner to allow pets. Contact us for details.
  - All advertised information is deemed reliable but not guaranteed. Please verify information prior to applying for unit.
  - If pets are allowed at the rental, size/breed restrictions may apply and an additional security deposit(s) will be required as follows if pet or pets are approved by management (property may have a limit of 1 or 2 pets total): Cat, dog, bird (caged), ferret (caged), rabbit (caged) and other animals at management's discretion: \$500 additional security deposit for the first pet; \$100 additional security deposit for the second pet. Other caged animals including fish tanks over 15 gallons (rodents / lizards / snakes / fish, etc.): \$200 additional security deposit per pet. Security deposit is subject to change per property.
  - Service animals or modifications to the unit necessary to assist those with disabilities will be allowed with a medical certificate of need and/or official documentation.

**6) Convictions:** Convictions of civil and criminal activity may be evaluated. Any individual whose tenancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises may be denied. Our detailed criminal policy is available upon request. Applicant may provide additional documentation regarding criminal charges to be reviewed on an individualized basis.

**7) Other Requirements:**

Applicant acknowledges that the landlord and/or agents are relying on the statements made by Applicant. Applicant represents and warrants that any and all information and statements made on their application are true and correct to the best of the applicant's knowledge. Applicant acknowledges that any information found to be false, incomplete or inaccurate may result in the denial of the applicant and/or subsequent termination of tenancy.

I hereby acknowledge receipt of this disclosure. Experian, Appfolio, Transunion, Background Investigations Inc, Advanced Reporting, and/or Landlord (Crown Property Management, Inc.) is hereby authorized to obtain applicant's consumer report information, including but not limited to credit and/or criminal history and verify any references in connection with the processing of this application.

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

# Rental Application

Crown Property Management, Inc.  
Phone: 503-485-2600 Fax: 503-399-3988

Crown Property Management, Inc.  
698 12th St SE #100 Salem, OR 97301  
PO Box 5790 Salem, OR 97304

Application/Screening Charge: \$65.00 (\$10.00 for units located in Eugene) per person (18 and older)

## Application Information – A SEPARATE APPLICATION NEEDS TO BE COMPLETED BY EACH ADULT APPLICANT.

Address & Unit Applied For \_\_\_\_\_ Requested move in date \_\_\_\_\_

Legal Name \_\_\_\_\_  
Last First Middle

List any other names you have used \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Photo ID Type (#) \_\_\_\_\_ Exp Date \_\_\_\_\_ Phone # \_\_\_\_\_

Applying as:  Applicant (Sole resident)  Co-Applicant With \_\_\_\_\_  Co-Signer for \_\_\_\_\_

## Residence History – Please provide at least 5 years

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

Reason for moving? \_\_\_\_\_  Own  Rent Move in date \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Landlord/ Management Co. \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

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

Reason for moving? \_\_\_\_\_  Own  Rent Move in date \_\_\_\_\_ Move out date \_\_\_\_\_

Landlord/ Management Co. \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

## Employment History\*

Current Employer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Monthly wage/ Hourly rate \_\_\_\_\_ #Hrs. Per Week \_\_\_\_\_ Pay schedule \_\_\_\_\_

Previous Employer/Additional Employer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start \_\_\_\_\_ End \_\_\_\_\_ Email \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Monthly wage/ Hourly rate \_\_\_\_\_ #Hrs. per week \_\_\_\_\_ Pay schedule \_\_\_\_\_

Documentation required to verify income.  Self-Employed

\*Please explain any additional income information on the back page of the application.

## Additional Information

Has the applicant on this application ever been evicted?  Yes  No Has the applicant on this application been convicted of any felony or misdemeanor?  Yes  No

Have you ever filed for Bankruptcy?  Yes  No If yes, please list date(s): \_\_\_\_\_

Do you have Renter's Insurance?  Yes  No Are you or anyone who will be residing in the unit be required to register as a Sex Offender?  Yes  No

Do you have a waterbed?  Yes  No Do you have an aquarium?  Yes  No Do you smoke?  Yes  No Do you have a musical instrument?  Yes  No

List names & date of birth for all dependents (full or part-time)

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

## Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_ Year: \_\_\_\_\_

Applicant acknowledges that landlord and/or agents are relying on the statements made above. Applicant represents and warrants that any and all information and statements made on this application are true and correct to the best of applicant's knowledge. Applicant acknowledges that any information found to be false, incomplete or inaccurate may result in the denial of the application and/or subsequent termination of tenancy. The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit reporting agency. If applicants fail to take the steps required above in a timely manner, they will be deemed to have refused the unit, and the next application for the unit will be processed. Experian, AppFolio, Transunion, Background Investigations Inc, Advanced Reporting and/or Landlord (Crown Property Management, Inc.) is hereby authorized to obtain applicant's consumer report information, including but not limited to credit and/or criminal history and verify any references in connection with the processing of this application.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_