

OFFICE USE ONLY

☐ NEW MOVE-IN ☐ OCCUPANT TURNING 18 ☐ ADD/REMOVE ROOMMATE ☐ TRANSFER

PROPERTY NAME / NUMBER _____

UNIT NUMBER _____ ADDRESS _____

DATE UNIT WANTED _____ UNIT RENT \$ _____ NON-REFUNDABLE SCREENING CHARGE \$ _____
MM/DD/YYYY

OWNER / AGENT _____ PHONE _____

OWNER / AGENT ADDRESS _____

SMOKING POLICY: ☐ ALLOWED - ENTIRE PREMISES ☐ PROHIBITED - ENTIRE PREMISES ☐ ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY OWNER/AGENT IN THE LAST 60 DAYS? ☐ YES ☐ NO

IF YES, WHERE? _____

APPLICANT FULL LEGAL NAME _____ EMAIL _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ SOC. SECURITY # _____ APPLICANT PHONE (_____) _____
MM/DD/YYYY

GOVERNMENT ISSUED PHOTO I.D. TYPE _____ # _____ / STATE _____ EXP. DATE _____
MM/DD/YYYY

CURRENT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE YOU MOVED IN _____
MM/DD/YYYY

CURRENT LANDLORD NAME _____ LANDLORD PHONE (_____) _____

LANDLORD EMAIL _____ LANDLORD FAX (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ FROM _____ TO _____
MM/DD/YYYY MM/DD/YYYY

FORMER LANDLORD NAME _____ LANDLORD PHONE (_____) _____

LANDLORD EMAIL _____ LANDLORD FAX (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS _____

CURRENT EMPLOYER _____ PHONE (_____) _____

HR EMAIL _____ HR FAX (_____) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? _____ GROSS MONTHLY INCOME \$ _____

OTHER MONTHLY INCOME: SOURCE _____ \$ _____ / SOURCE _____ \$ _____

ARE YOU SELF-EMPLOYED? ☐ YES ☐ NO

☐ **PREVIOUS** ☐ **ADDITIONAL EMPLOYER** _____ PHONE (_____) _____

HR EMAIL _____ HR FAX (_____) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? _____ IF ADDITIONAL EMPLOYER,
GROSS MONTHLY INCOME \$ _____

THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

DEPOSITS

SECURITY DEP. MINIMUM \$ _____

SECURITY DEP. MAXIMUM \$ _____
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

INSURANCE

☐ IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

☐ IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF _____

MINIMUM INSURANCE AMOUNT: \$ _____
(\$100,000 IF LEFT BLANK)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS	NAME	DATE OF BIRTH	VEHICLES	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
		MM/DD/YYYY							
		MM/DD/YYYY							
		MM/DD/YYYY							
		MM/DD/YYYY							
		MM/DD/YYYY							
OTHER	<input type="checkbox"/> IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.								
	<input type="checkbox"/> IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? _____								
	NAME	TYPE	BREED	AGE	WEIGHT				
	NAME	TYPE	BREED	AGE	WEIGHT				
	NAME	TYPE	BREED	AGE	WEIGHT				
	DO YOU INTEND TO USE: <input type="checkbox"/> WATERBED <input type="checkbox"/> AQUARIUM <input type="checkbox"/> MUSICAL INSTRUMENT _____								
	DO YOU HAVE RENTER'S INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO								
	EMERGENCY CONTACT			PHONE (____) _____					
	ADDRESS _____								
	CONTACT IN CASE OF DEATH			PHONE (____) _____					
	ADDRESS _____								
	HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS OR IS THERE A PENDING EVICTION CASE AGAINST YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO								
	IF YES, PLEASE LIST COUNTY & STATE _____								
	HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE _____ MM/DD/YYYY								
	HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE _____ MM/DD/YYYY								
HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR RELATED TO THE CRIMINAL CONVICTION CRITERIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHO _____									
COUNTY & STATE _____ WHEN _____ MM/DD/YYYY WHAT _____									
HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COUNTY & STATE _____									
WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? _____									
HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE? <input type="checkbox"/> YES <input type="checkbox"/> NO									
HOW DID YOU HEAR ABOUT OUR PROPERTY? _____									
SCREENING	Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.								
	SCREENING COMPANY OR CREDIT REPORTING AGENCY								
	COMPANY NAME			PHONE _____					
	ADDRESS _____								
	EMAIL _____								
	If the application is approved, applicant will have _____ hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.								
	GOOD FAITH ESTIMATE								
	Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: _____ unit(s).								
	Approximate number of applications previously accepted and currently under consideration for those units: _____ application(s).								
	If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.								
SIGNATURE	<i>I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that Owner/Agent may refuse to process or deny this application if it is materially incomplete, fails to include information regarding my identification or income, or if I intentionally withheld or misrepresented required information. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand that I am welcome to provide supplemental evidence to mitigate potentially negative screening results. I have received and read the Owner/Agent's rental criteria.</i>								
	APPLICANT <u>X</u>			DATE _____ MM/DD/YYYY		SUPPLEMENTAL EVIDENCE PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	OWNER/AGENT <u>X</u>					SUPPLEMENTAL EVIDENCE RECEIVED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> PHOTO I.D. VERIFIED BY _____ (INITIALS)			DATE RECEIVED _____ MM/DD/YYYY		TIME RECEIVED _____			
	OWNER/AGENT NOTES _____								



TENANT SCREENING & SELECTION:

Applicant(s) must reasonably meet the following.

GENERAL

1. WE RESERVE THE RIGHT TO REFUSE TO DO BUSINESS WITH ANYONE DUE TO INAPPROPRIOTE BEHAVIOR OR UNSAFE ACTIONS.
2. **Pets are strictly prohibited** without prior landlord consent.

INCOME CRITERIA

1. Applicant(s) net combined income must be equal to 2X the stated rent, and must be from a verifiable, legal source. We are unable to accept bank statements to verify income, however tax documents or a new hire offer letter will be acceptable.
2. Income verification may be made by copies of most recent pay stubs or an employer statement of earnings.
3. Applicants using self-employment income will have their records verified through the state corporation division and will be required to submit records to verify their income, which includes the previous year's tax returns.
4. Applicants using other income must provide copies of assistance award letter(s), retirement investment reports or other financial data that can prove source, amount, frequency, and duration of income.

RENTAL HISTORY CRITERIA

1. At least 12 months of verifiable contractual rental history from a current unrelated, third-party landlord, or home ownership, is required. Rental history with less than 12 months verification will result in an additional deposit.
2. Rental history will be verified by direct contact or in writing with former landlords. Home ownership as part of history will be considered as well and equal to positive rental history.
3. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.



CREDIT CRITERIA

1. Negative or adverse debt showing on a consumer credit report will require additional security deposit.
2. Ten or more unpaid collections accounts, excluding student loan debt or medical debt, will result in the denial of the application.
3. If an applicant fails to meet criteria related to credit or rental history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as “Rent Well” owner/agent will consider whether the course content, instructors notes, and any other information supplied by the applicant is sufficient to demonstrate the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information the Owner/Agent may waive strict compliance with the credit/eviction and rental history screening criteria for this applicant.

CRIMINAL CONVICTION CRITERIA

1. Nationwide criminal reports will be run by our screening company from information provided on this application.
2. If applicant has a “Conviction” (which means charges pending as of the date of the applications; a conviction; a guilty plea; or no contest plea), for any of the crimes as provided in ORS 90.303(3) in the past seven (7) years; applicant shall be automatically denied.
 - A single conviction for any of the following, shall be grounds for automatic denial:
Felonies involving murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
Misdemeanors involving drug related crimes, person crimes, domestic violence, violation of a restraining order, stalking, sex offenses, weapons, and financial fraud crimes where the date of disposition occurred within the last five (5) years.
 - If conviction is over five (5) years old, applicant must submit a detailed letter of explanation with the completed application.

IF YOU FAIL TO MEET ANY OF THE ABOVE, YOUR APPLICATION MAY BE DENIED.



Variance Policy: If application is denied for any of the above, then applicant(s) may request a waiver of any **ONE** of the screening criteria by providing landlord with: Supporting documentation which may include:

- a. Letter from probation office
- b. Letter from caseworker, therapist, or counselor
- c. Certifications from treatments/rehab programs
- d. Letter from employer
- e. Statement from the applicant

After review of approved supporting documents, an additional deposit equal to 1.5x of the stated rent for the unit which the applicant has applied for will be required. This payment will be held by landlord as additional security deposit.

YOUR APPLICATION MAY BE DENIED OR TENANCY TERMINATED IF:

1. Applicant(s) has provided incomplete, inaccurate, or falsified information to landlord on this application.
2. Applicant(s) tenancy would constitute a direct threat to the health or safety of others or substantial physical damage to the property or property of others.
3. Applicant(s) have any history of eviction or forcible entry and detainer action (court ordered eviction) within 5 years on their record. Please refer to the Rental History section of the screen policy for clarification regarding property debt or evictions that took place during the time frame of on or after April 1, 2020, and before March 1, 2022.
4. Criminal background check does not qualify per our screening criteria guidelines.