



1711 S. MAIN ST
LEBANON, OR 97355
(541) 258-3377 OFFICE
(541) 570-1878 FAX

WWW.HNWRENTALS.COM

Property Management Inc.

RENTAL CRITERIA FOR APPROVING RESIDENCY

Application Fee **\$75.00** for each adult over 18 years
of age. **NONREDUNDABLE**

DEMEANOR AND BEHAVIOR: The behavior and demeanor of applicants during the application process will be considered.

Policy on occupancy policy

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window and a closet for clothes).
2. Two persons are allowed per bedroom.

GENERAL REQUIREMENTS

1. Positive identification with a picture will be required for every adult applicant.
2. Each applicant will be required to qualify individually and as per specific criteria areas listed below.
3. Inaccurate or falsified information will be grounds for denial of the application.
4. Any applicant currently known to use illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
5. Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the unit, or the property of others, will be denied tenancy.

INCOME CRITERIA: Applicant must show stable and reliable source of income. Monthly income shall be equal to a minimum of three times the stated rent and must be from a verifiable, legal source.

EMPLOYMENT CRITERIA:

1. Twelve months of verifiable employment with the same company, will be required if used as a source of income.
2. Self-employed applicants will be verified through the State Corporation Commission, and applicant may be required to submit the last 2yrs tax return and current P/L statement to verify income.

RENTAL CRITERIA

1. Twelve months of verifiable contractual rental history for a current third-party landlord or home ownership is required.
2. Three (3) years of eviction free rental history is required.
3. Three or more 72-hours notices within one year will result in denial of application.
4. Three or more returned checks for insufficient funds within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will be denied.

CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report may require additional deposits.
2. Three or more unpaid collections (not medical related) will result in denial of your application.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental application and screening fee, the Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- A. A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery, or possession with intent to sell.) class A/Felony burglary or class A/Felony robbery; or
- B. A conviction, guilty plea, or no-contest plea, where the disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- C. A conviction, guilty plea, or no-contest plea, where the date of disposition release or parole have occurred within the last seven years for: and misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, (sale manufacture, delivery, or possession with intent to sell) property damage or weapons charges; or
- D. A conviction, guilty plea, or no-contest plea, where the date of disposition release or parole have occurred within the last three years for: any B or C misdemeanor in the above categories or those involving criminal trespass 1. Theft, dishonesty, prostitution.

The above shall be grounds for denial of the rental application. Application fees are nonrefundable once and application has been screened. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until the charges are resolved. Upon resolution, if and appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.



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Heritage NW
Property Management Inc.

APPLICATION TO RENT

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: _____ Screening Fee Pd: _____

Date received: _____ Time Received: _____ ☐ a.m. ☐ p.m.

_____ # of units available (of the type and in the area) that will be available for rent in the near future by this owner.

_____ # of applications previously accepted and remaining under consideration for those units.

(If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.)

Examined picture identification? ☐ Yes ☐ NO Type of Identification? _____

RENT, DEPOSIT, AND FEE DISCLOSURE

(Amounts listed below may be subject to change before the rental agreement is executed)

Monthly Rent: \$ _____ Security Deposit: \$ _____ Other Deposit: \$ _____

DEPOSITS MAY INCREASE IF APPLICANT IS UNABLE TO MEET ONE OR MORE OF OWNER/AGENT'S SCREENING CRITERIA.

☒ If checked, Renter's Insurance is required – Tenant is required to maintain minimum of \$100,000 liability coverage and list Owner/Agent as Interested Party. If Tenant(s) combined household income falls at or below 50% of the median for the area, Renter's Insurance may not be required Owner/Agent is also responsible to maintain their own insurance policy and may not "self-insure" if Renter's Insurance is to be required Owner/Agent must provide proof of property insurance to Tenant upon request.

PERSONAL INFORMATION

Applicant Name: _____ Telephone: () _____

First Middle Last
S.S. #: _____ - _____ - _____ Birth Date: _____ Driver's License # _____ State _____

Email Address: _____ Do you Smoke? ☐ YES ☐ NO

1) Current Address: _____ City: _____ State: _____ Zip: _____

From _____ to _____ Why did you move? _____

Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____

2) Previous Address: _____ City: _____ State: _____ Zip: _____

From _____ to _____ Why did you move? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____

3) Previous Address: _____ City: _____ State: _____ Zip: _____

From _____ to _____ Why did you move? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____

EMPLOYMENT/ INCOME

1) Current Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____

Job Title: _____ Take home pay (per month): \$ _____ ☐ Full-Time ☐ Part-Time

2) Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____

Job Title: _____ Take home pay (per month): \$ _____ ☐ Full-Time ☐ Part-Time

Other Income (per month): \$ _____ Source: _____ Telephone: () _____

Have you ever: Been Evicted? ☐ YES ☐ NO - Been sued by Landlord? ☐ YES ☐ NO - Filed Bankruptcy? ☐ YES ☐ NO

Been convicted or plead guilty or no contest to a crime? ☐ YES ☐ NO If yes to any of these, PLEASE EXPLAIN:

Co-Applicant

Applicant Name: _____ Telephone: () _____

First

Middle

Last

S.S. #: _____ - _____ - _____ Birth Date: _____ Driver's License # _____ State _____

Email Address: _____ Do you Smoke? ☐ YES ☐ NO

- 1) **Current Address:** _____ City: _____ State: _____ Zip: _____
From _____ to _____ Why did you move? _____
Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____
- 2) **Previous Address:** _____ City: _____ State: _____ Zip: _____
From _____ to _____ Why did you move? _____
Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____
- 3) **Previous Address:** _____ City: _____ State: _____ Zip: _____
From _____ to _____ Why did you move? _____
Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____

EMPLOYMENT/ INCOME

- 1) **Current Employer:** _____ How Long? _____
Supervisor: _____ Telephone: () _____
Job Title: _____ Take home pay (per month): \$ _____ ☐ Full-Time ☐ Part-Time
- 2) **Previous Employer:** _____ How Long? _____
Supervisor: _____ Telephone: () _____
Job Title: _____ Take home pay (per month): \$ _____ ☐ Full-Time ☐ Part-Time

Other Income (per month): \$ _____ **Source:** _____ **Telephone:** () _____

Have you ever: **Been Evicted?** ☐ YES ☐ NO - **Been sued by Landlord?** ☐ YES ☐ NO - **Filed Bankruptcy?** ☐ YES ☐ NO
Been convicted or plead guilty or no contest to a crime? ☐ YES ☐ NO **If yes to any of these, PLEASE EXPLAIN:**

☐ PET ☐ OR ☐ SERVICE ANIMAL (PLEASE CHECK ONE)

ANIMAL #1 – Type: _____ Size: _____ Age: _____ Ever injured anyone or damaged anything? ☐ YES ☐ NO
ANIMAL #2 – Type: _____ Size: _____ Age: _____ Ever injured anyone or damaged anything? ☐ YES ☐ NO

If your service or companion animal requires a reasonable accommodation, please inquire with Owner/Agent.

MEMEBERS OF HOUSEHOLD

For purpose of identification only, please list names and date of birth of other persons to occupy unit:

PERSONAL PROPERTY

- 1) Automobile: Make _____ Model _____ Year _____ Color _____ Plate # _____
2) Automobile: Make _____ Model _____ Year _____ Color _____ Plate # _____

REFERENCES

- 1) Emergency Contact: _____ Telephone: () _____ Relationship: _____
2) Relative Contact: _____ Telephone: () _____ Relationship: _____

Applicant

Date

Co-Applicant

Date

Owner/Agent may charge the following:

- Late payment of rent charge of **\$75-\$100**.
- Smoke alarm and carbon monoxide alarm tampering fee if **\$250**.
- Dishonored check fee of **\$35** plus amount charged by bank.
- Early termination of lease fee not to exceed 1-1/2 times the monthly rent, or actual damages at the option of Owner/Agent.
- Owner/Agent may charge the following non-compliance fee after giving a written warning notice of initial violation if noncompliance occurs within one year: **\$50** fee for 2nd violation, and **\$50** plus 5% of current rent for each subsequent violation. Failure to clean up animal waste, garbage, rubbish, or other waste. Parking violation or other improper use of vehicle.
- Owner/Agent may charge a fee for keeping on the premises and unauthorized pet capable of causing damage. Fee may be assessed for repeat violations that occur as early as 48 hours after the effective date of written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed **\$250** per violation.
- Owner/Agent may charge a fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area if the premises. Fee may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed **\$250** per violation.

APPLICANT SCREENING CHARGE DISCLOSURES

1. Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:
 - i. Credit history including credit report.
 - ii. Public records, including but not limited to judgments, liens, evictions, and status of collection accounts.
 - iii. Income verification
 - iv. Current obligations and credit ratings.
 - v. Criminal records or other information verification.
2. Owner/Agent is requiring payment of and Applicant Screening Charge **\$75** none of which is refundable unless the Owner/Agent does not screen the applicant. This application is valid for up to 60 days from date of receipt by Owner/Agent.

I understand that I the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. Inability to verify information may result in denial of application. Presentation of false information may result in denial of application or termination of tenancy if discovered within one year of submission of application I certify the above information is correct and complete and hereby authorize the Owner/Agent to make and inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an applicant screening charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Screening Guidelines.

NO marijuana, medical or otherwise, may be grown, stored, or consumed on the premises without the prior written consent of Owner/Agent.

TENANT SCREENING REPORT AUTHORIZATION

I UNDERSTAND THAT APPFOLIO WILL BE PREPARING MY TENANT SCREENING REPORT AND I AUTHORIZE THEM TO OBTAIN CONSUMER CREDIT/RENTAL REFERENCE AND CRIMINAL HISTORY INFORMATION ON ME. I AUTHORIZE MY CREDITORS AND EMPLOYERS TO RELEASE TO APPFOLIA ALL INFORMATION NECESSARY TO COMPLETE SAID REPORT. I FURTHER UNDERSTAND THAT USE OF A PHOTOCOPY OF THIS FORM MAY BE NECESSARY TO VERIFY ONE OR MORE OF MY CREDIT REFERENCES. I AUTHORIZE THAT USE AND THE REQUEST OF SUCH A COPY BE HONORED FULLY. THIS CONSENT IS SUBJECT TO WRITTEN REVOCATION AT ANYTIME EXCEPT TO THE EXTENT THAT ACTION HAS BEEN TAKEN IN RELIANCE THERE ON. IN ANY EVENT, THIS CONSENT SHALL EXPIRE UPON CONCLUSION OF SAID REPORT.

Applicant Name: _____ Applicant Signature: _____
PLEASE PRINT

Co-Applicant Name: _____ Applicant Signature: _____
PLEASE PRINT

DATE