



APPLICATION TO RENT

1(99)

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ___/___/___
 Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____
 # of Units Available: _____ Applicant #: _____ Date: ___/___/___ Time: _____ a.m. p.m.
 Examined picture identification? Yes No Type of identification? _____

PERSONAL INFORMATION

Full Name: _____ Telephone: () _____ - _____
First Middle Last

S.S. #: _____ Birth Date: ___/___/___ Driver's License, State and #: _____

Spouse Name: _____ Telephone: () _____ - _____
First Middle Last

S.S. #: _____ Birth Date: ___/___/___ Driver's License, State and #: _____

1) **Current Address:** _____ City: _____ State: _____ Zip: _____
 Since: ___/___/___ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____

2) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ___/___/___ to ___/___/___ Why did you move? _____
 Previous Landlord: _____ Telephone: () _____ - _____

3) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ___/___/___ to ___/___/___ Why did you move? _____
 Previous Landlord: _____ Telephone: () _____ - _____

4) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ___/___/___ to ___/___/___ Why did you move? _____
 Previous Landlord: _____ Telephone: () _____ - _____

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; Filed Bankruptcy? Yes No; Been convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

1) Applicant's 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

3) Spouse's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: () _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

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

BANK REFERENCES

- 1) Bank: _____ Branch: _____ Checking Account #: _____
- 2) Bank: _____ Branch: _____ Savings Account #: _____
- 3) Bank: _____ Branch: _____ Type/Account #: _____

PERSONAL REFERENCES

- 1) Next of Kin: _____ Telephone: () _____ - _____
Name Address Relationship
- 2) Emergency Contact: _____ Telephone: () _____ - _____
- 3) Other: _____ Telephone: () _____ - _____

PERSONAL PROPERTY

- 1) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
- 2) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
- 3) Other Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Piano/Organ? Yes No Water-filled furniture? Yes No Fish Tank or Aquarium? Yes No

PET # 1 Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No	PET #2 Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No
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APPLICANT'S COMMENTS & EXPLANATIONS:

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT SCREENING CHARGE DISCLOSURE(S)

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) credit history including credit standing;
 - b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
 - c) information verification;
 - d) current obligations and credit ratings; and
 - e) criminal records.
- 2) Owner/Agent is requiring payment of an Application Screening Charge \$ _____ none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have 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. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

Applicant Date

Spouse Date

APPLICANT SCREENING POLICIES

APPLICATION PROCESS

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which we receive them.
- We may require up to two business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

APPLICANT SCREENING PROCESS

Complete Application

- Unless joint applicants are married, each must submit an individual application.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

Identification

- Applicants must show two pieces of identification. One must include a photograph.

Prior Rental History

- Rental history of 2 number of years must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers or increased deposits/payments.

Sufficient Income/Resources

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment of 2 years.

Credit/Criminal/Public Records Check

- A credit check and/or criminal/public records check may be performed.
- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.



Equal Housing Opportunity

WARNING: No portion of this form may be reprinted without written permission of Oregon Rental Housing, Inc.

