

Application for Rental

4772 N. Lombard St.
Portland, OR 97203



One application per potential occupant 18 years or older; Please print clearly

Address of property you would like to apply for: _____
Applicants legal name (last, middle, first) _____ Social Security no. _____
DOB _____ Drivers license no. & State _____ Total no. Of occupants _____
Current phone no. _____ Current e-mail address _____
Names of applicants to be submitted w/ this application _____
Names of applicants 17 years and younger:
#1 Name _____ DOB _____
#2 Name _____ DOB _____
#3 Name _____ DOB _____

Current Residence Information

Have you EVER been evicted? Y N Why are you vacating your current residence? _____
Amount of rent or mortgage \$ _____ Date of move-in of current residence _____
Date of anticipated move-out _____
Current address including city, state, and zip code _____
Name, address, & phone no of current landlord/Mortgage Co. _____

Previous Residence Information

Amount of rent or mortgage at previous residence \$ _____ Why did you leave your previous residence? _____
Date of move-in? _____ Date of move-out? _____
What was your previous address? _____
Name, address, & phone no of previous landlord/Mortgage Co. _____

Income

Total monthly income: Gross \$ _____ & Net\$ _____ Source of income _____
How frequently do you receive income & in what amounts? _____
If employed name, address, & phone no. of company _____
When were you hired? _____ What is your position? _____ Supervisors name? _____
Contact information? _____

Current Residence Information

Have you ever been convicted of a crime? Y N Do you or members of your family smoke? Y N
Do you have any pets? Y N If so, what type/breed? _____
Do you have any bank accounts? Y N If so, with which institution? _____

How did you hear about us? Oregonian _____ Farrellrealty.com _____ Craigslist _____ Drive by _____ Other _____

X _____ Date: _____

RENTAL CRITERIA (Outside City of Portland)

I. 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 clothing).
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or other adults(s) maintaining proper legal custody.

II. APPLICATION PROCESS- *Steps to become a resident at a standard property.*

1. Select your rental unit.
2. Complete the application on the designated form.
3. Pay your non-refundable credit/screening fee of \$50.00 dollars.
4. Once you have been approved, you will be required to pay the minimum refundable security deposit.
5. Be prepared to wait 2-3 business days for the information on your application to be verified.
6. Once the application is approved a reservation deposit is required.
7. You are encouraged to read the rental agreement at the time of application.

III. DISABLED ACCESSIBILITY

STANDARD allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. *STANDARD requires:*

1. Written approval from the landlord before modifications are made.
2. Written assurances that the work will be performed in a professional manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate building permits and required licenses made available for landlord inspection.

IV. GENERAL REQUIREMENTS

1. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (incomplete applications will be returned to the applicant).
2. Each person over the age of 18 will be required to fill out an application.
3. Applicants must be able to enter a legal and binding contract.
4. Incomplete, inaccurate or falsified information will be grounds for denial.
5. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.

6. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.

IV. INCOME REQUIREMENTS:

1. Monthly income should equal 3 times the stated monthly rent.
2. A current paycheck stub from the employer will be required if we are unable to verify income over the phone. Verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans). Self employed applicants will be required to show proof of income through copies of the previous years tax returns.
3. If monthly income does not equal 3 times the stated monthly rent, a security deposit equal to a full month's rent, qualified roommate or co-signer will be required.
4. You will be denied if your source of income cannot be verified.

VI. EMPLOYMENT REQUIREMENTS

1. One year of verifiable employment will be required.
2. Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
3. A security deposit equal to a full month's rent will be required when employment does not meet the requirements.
4. You will be denied if you are unemployed and an alternative source of income cannot be verified.

VII. RENTAL REQUIREMENTS

1. One year of verifiable rental history from a current third party landlord is required. (Rental references ending 12 months prior to the date of application will not be considered current).
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Four years of eviction free rental history will be required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.
5. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent.
6. A co-signer will be required when rental history does not meet third party rental criteria, but residency can be verified with parents, student housing or military housing.
7. Rental history reflecting past due rent or an outstanding balance will be denied. (A security deposit equal to a full month's rent will be accepted when past due rent has been paid and no additional negative information has been documented).

VIII. CREDIT REQUIREMENTS

1. Good credit will be required.
2. Outstanding bad debt exceeding \$100.00 on a credit bureau (i.e., slow pay, collections, bankruptcies, repossessions, liens, judgments, and wage garnishment programs) will require an additional deposit.
3. Bankruptcies filed within one year from the date of application will be denied.

IX. CRIMINAL CONVICTIONS

1. Upon receipt of the rental application and screening fee, 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 pled 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 charged 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 of residents, the landlord or 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.
2. Murder, manslaughter, class A felonies involving arson, rape, kidnapping, child sex crimes, where the date of disposition, release or parole has occurred in the last 20 years.
3. Criminally negligent homicide, aggravated vehicular manslaughter and 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.
4. 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.
5. 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.
6. 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 or parole d has occurred in the last 3 years.
7. 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 with the last 18 months.