

# 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**







