



APPLICATION TO RENT

OWNER/AGENT TO COMPLETE

Property Address: _____

Monthly Rent \$ _____ Amount of Deposit \$ _____ Screening Charge \$ _____

Date: ____/____/____ Time: _____ Applicant # _____ Lease Terms _____

Picture Identification: Yes No Type: _____ Desired Move In Date: _____

THIS PROPERTY IS A NON-SMOKING PROPERTY

PERSONAL INFORMATION

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

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

Email: _____

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

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

Previous Address: _____ City: _____ State: _____ Zip: _____
 From: _____ to: _____ Why did you move? _____
 Previous Landlord: _____ Rent Amount \$ _____ 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

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

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

Bank: _____ Acct #: _____

OTHER FINANCIAL RESPONSIBILITIES

Monthly Payments: Credit Card: _____ Car Payment: _____
 Loans: _____ Other: _____

PERSONAL REFERENCES

1) Emergency Contact: _____ 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 _____

PETS ARE SUBJECT TO APPROVAL BY OWNER/AGENT

PET #1 Type: _____ Size _____ Weight _____ **PET #2** Type: _____ Size _____ Weight _____

Has pet ever injured anyone or damaged anything? Yes No Has pet ever injured anyone or damaged anything? Yes No

APPLICANT'S COMMENTS & EXPLANATIONS:

OTHER OCCUPANTS

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

RENTAL AGREEMENT FEE DISCLOSURE

The following information is subject to change prior to execution of a Rental Agreement:

- Late Rent Fee: \$ 75.00 per month _____ (due when rent is not received by midnight on the 4th of the month)
- Returned Check Fee: \$ 35.00 per occurrence _____
- Non-Compliance Fee: \$ 50.00 per occurrence _____
- Smoke Alarm/Carbon Monoxide Alarm Tampering Fee: \$ 250.00 per occurrence _____
- Lease Break Fee: \$ _____ (not to exceed 1.5 times stated rent)

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 a non-refundable Applicant Screening Charge of \$40.00. If Owner/Agent does not screen Applicant, the Screening Charge will be refundable. This Application will be 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



CRITERIA FOR RESIDENCY

Thank you for applying to live at our property. This criteria is provided to you to define the process we use to select our residents. Rappold Property Management, LLC is an Equal Housing Opportunity provider, and seeks to process all applicants in a fair and consistent manner.

APPLICATION PROCESS

- 1) Complete the Rental Application (one for each adult). Note: Inaccurate or falsified information will be grounds for denial, or termination of the tenancy if discovered after the tenancy commences.
- 2) Submit payment for your non-refundable screening charge of \$40. **No Cash Accepted – Checks or Money Orders Only.** The Screening Charge is the cost of ordering a resident financial and criminal screening report.
- 3) There is an average waiting period of two or three business days for the application verification process. More time must be allowed if the information proves difficult to verify.
- 4) The required Security Deposit will be one of the following amounts depending on the screening results: one month's rent or two month's rent. Security Deposits are typically calculated based on the stated rent for the unit, before lease discounts or other specials.
- 5) If the application is approved and you decide not to rent or the application is denied, the \$40 non-refundable Screening Charge will be forfeited.

GENERAL REQUIREMENTS

- 1) Positive identification plus picture identification will be required for each adult applicant. Acceptable forms of picture identification are a valid, state-issued, driver's license or identification card, or a valid passport. A photocopy of picture identification may be kept on file.
- 2) A complete and accurate Rental Application listing your current and at least one previous rental reference with phone numbers will be required. Incomplete applications will not be processed.
- 3) Each legal applicant will be required to qualify individually.
- 4) Applicants must be eighteen years of age or older, married, emancipated, or (in Oregon) under the age of 18 and (a and/or b):
 - a. pregnant and expecting the birth of a child who will be living in the primary applicant's physical custody;
 - b. the parent of a child or children living in the physical custody of the person

INCOME REQUIREMENTS

- 1) Monthly household income should be at least 3 times the stated rent.
- 2) A current paycheck stub may be required.
- 3) Some form of verifiable income will be required for applicants. (Verifiable income may mean, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment insurance benefits, AFDC, grants/loans, retirement funds). If you are unemployed and have no other source of income, either a Security Deposit which equates to twice the monthly rental amount or at least six months of living expenses on hand will be required. "Living Expenses" will be defined as the minimum required household income as specified in the rental criteria.
- 4) Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- 5) You will be denied if your income cannot be verified.

RENTAL REQUIREMENTS

- 1) One year of positive verifiable rental history from a third party reference will be required.
- 2) Rental history reflecting unpaid damage and/or past due rent will be denied. Rental history, either from a prior landlord or any other source deemed reliable, reflecting a negative reference will result in denial.

CREDIT REQUIREMENTS

- 1) A credit report will be obtained.
- 2) Outstanding adverse or negative debt (i.e., slow pay, collections, discharged bankruptcies, repossessions, liens, judgment & wage garnishment programs not medically related) being reported on the credit bureau report might result an additional Security Deposit requirement.
- 3) Bankruptcy (Chapters 7 or 13) listed as pending or discharged on the credit bureau report may also result in an additional Security Deposit requirement.



CRIMINAL CONVICTION CRITERIA

- 1) Upon receipt of the Rental Application and Screening Charge, 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. Any of the following shall be grounds for denial of the Rental Application.
 - a. A conviction, guilty plea or no-contest plea for: any felony ever 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 date of 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: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage, 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 Class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved.

READY TO RENT GRADUATES

If applicant fails to meet any criteria related to credit, evictions and/or landlord history, and applicant has received a certificate indicating satisfactory completion of a tenant training program such as "Ready to Rent", Owner/Agent will consider whether the course content, instructor comments and any other information supplied by applicant is sufficient to demonstrate that the applicant will successfully live in the complex in compliance with the rental agreement. Based on this information, Owner/Agent may waive the credit, eviction and/or landlord history screening criteria for this application.

REJECTION POLICY

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, please place your grievance in writing and send it to:

Equal Housing Opportunity Manager
Rappold Property Management, LLC
1125 SE Madison Street, Suite 201
Portland, OR 97214

In the letter explain the reasons you believe your application should be approved and request a review of your file. Within seven working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome.