

RENTAL APPLICATION

(To be completed by each ADULT APPLICANT)

Verified Drivers License or State I.D. <input type="checkbox"/> Yes <input type="checkbox"/> No	FULL REPORT <input type="checkbox"/>	CREDIT PLUS <input type="checkbox"/>	FASTFACTS <input type="checkbox"/>	
<input type="checkbox"/> Co-signer <input type="checkbox"/> W/ Current Tenant	Time Application Received: _____			

Management Company	Complex Name	Contact	Telephone ()
Move In Date	Unit #	Monthly Rent \$	Lease Referred by

APPLICANT INFORMATION

APPLICANT Last Name	First	Middle	D.O.B.	Social Security #	Drivers License #
ROOMMATE(S) NAME(S)					

CURRENT RESIDENCE

CURRENT Address	Apt #	City	State	Zip	Rent [] Own []	Move in date:	Monthly Rent \$	Telephone ()			
LANDLORD/Mortgage Co. Name					City		State	Zip	Landlord Day Phone ()	Landlord Evening Phone ()	
REASON FOR VACATING:			List any roommates you have:								
HAVE YOU GIVEN LEGAL NOTICE AT YOUR CURRENT RESIDENCY? Yes [] No []											

PREVIOUS RESIDENCE

PREVIOUS Address	Apt #	City	State	Zip	Rent [] Own []	Move in date:	Monthly Rent \$	Telephone ()			
LANDLORD/Mortgage Co. Name					City		State	Zip	Landlord Day Phone ()	Landlord Evening Phone ()	
REASON FOR VACATING:			List any roommates you had:								

EMPLOYMENT

APPLICANT CURRENT EMPLOYER	Position	Telephone ()	Supervisor Name	Salary/Month	Date of Hire: MO/YR
APPLICANT PREVIOUS EMPLOYER	Position	Telephone ()	Supervisor Name	Salary/Month	From: To:
Additional Sources of Income Per Month (List any income to be included for qualification):					
\$ _____ /Month from: PHONE: ()					

ADDITIONAL INFORMATION

APPLICANT Bank Name	Branch	Telephone ()	Checking Account #	Savings Account #		
List all Vehicles to be parked on site:			OTHER OCCUPANTS			
Make	Model	Year	Color	License #	State	
					OCCUPANT NAME	DOB
					OCCUPANT NAME	DOB
Have you established retail credit? Yes [] No []						
Will you be moving in any of the following items?			Do you have renters insurance?		Type & Size of PETS:	
Waterbed:	Yes []	No []	Aquarium:	Yes []	No []	
Piano:	Yes []	No []	Carrier:	Policy#:		
Have you or any person who will occupy the unit ever been convicted, plead guilty, no-contest or have current pending charges to any felony or misdemeanor? No [] Yes [] Describe Offense:					When:	Have you ever been evicted? No [] Yes []
EMERGENCY CONTACT	Relationship	Address:			Telephone ()	

	APPLICANT SCREENING CHARGE \$ _____
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I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent has charged a screening charge as set forth above. Applicant screening entails the checking of the applicant's credit, rental history, employment history, public records and other criteria for residency. The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit reporting agency. The screening service is Pacific Screening Inc., P.O. Box 25582, Portland, OR 97298 (503) 297-1941. If the applicant is approved, applicants will have _____ hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to execute a rental agreement which will provide for the forfeiture of the deposit if applicants fail to execute the rental agreement. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed. Owner / Agent shall have no liability to applicant until such time as a rental agreement is signed by both parties. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

Signed _____	(Applicant)	Dated _____
Signed _____	(Agent for Owner)	Dated _____

STANDARD CRITERIA FOR RESIDENCY AND RESIDENT SCREENING PROCESS

ROSEWOOD LANE APARTMENTS

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 space for clothing.
2. Two persons are allowed per bedroom.
3. As a condition of tenancy, the State and Federal government require that applicants make disclosures prior to tenancy, declaring household composition, student status, and income and assets for all household members. Authorization for release of third party information must be granted. Material misrepresentation of the required information may result in termination of tenancy.

II. APPLICATION PROCESS

Steps to become a resident:

1. Select your rental unit.
2. Each applicant must qualify individually.
3. Pay a non-refundable screening fee of \$40.00. The screening fee is the cost of ordering a resident screening report. If the application is approved and you decide not to rent, you will forfeit the non-refundable screening fee.
4. Be prepared to wait 2-3 business days for the application to be completed.
5. If the application is approved and you accept the available unit, you will be required to pay the required administrative fee to hold the apartment until your move in day. An application must be processed and approved before move in. Any and all advance deposits will be applied to rent or security deposits due. You are encouraged to read the rental agreement at the time of application.
6. Lease agreements shall be for a term of six to twelve months. A month to month agreement is available at a higher monthly premium.
7. Positive identification with a picture will be required for all household members age 18 and above. Identification will be required for all other household members as well. This can include, but is not limited to: birth certificate, valid proof of Social Security number, immunization record, school record, or insurance card. Copies of social security cards will be obtained for all household members, whenever possible.
8. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. Incomplete applications will be returned to the applicant.
9. Primary applicants must be eighteen years of age or older.
10. Unfavorable information for any individual applicant may result in denial of all applications for the household.
11. All verification forms including but not limited to employment verification(s) and asset verification(s) must be completed by qualified third parties before the application will receive final approval.

III. INCOME REQUIREMENTS

1. Current monthly household income should be at least three (3) times the stated monthly rent. If monthly household income does not meet one times the stated monthly rent, the application will not be accepted.
2. Some form of verifiable income will be required for unemployed applicants. Verifiable income can be, but is not limited to: bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grants/loans or rental assistance payments. If you are unemployed, we will require six months of verifiable income with the recent one-year period. A security deposit of two times the standard security deposit may be required. The income source must be verified.
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
4. You will be denied if your source of income cannot be verified.

IV. EMPLOYMENT REQUIREMENTS

1. Employment history is not required. At least a six-month verifiable income source will be required.
2. You will be denied if we are unable to verify income that reasonably affirms your ability to pay rent.

V. RENTAL REQUIREMENTS

1. One year of positive verifiable rental history from a third party reference will be required within the past two years from the date of application.
2. Home ownership will be verified through the county's tax assessor's office. Mortgage payments and property tax assessments must be current. Home ownership negotiated through a land sales contract must be verified through the contract holder.
3. Three years of eviction free rental history will be required.
4. Rental history reflecting more that \$200.00 damage but less that \$500.00 will require a deposit of two times the standard security deposit.
5. Rental history demonstrating documented noise or other disturbance complaints will result in denial when the former landlord would not re-rent.
6. Rental history demonstrating residency, but not third party rental history, will require a security deposit of two times the standard security deposit.
7. For or more 72-hour notices with a period of one year will result in denial.
8. Three or more NSF checks to a landlord with a period of one year will result in denial.
9. Rental history reflecting past due rent less that \$200.00 will require a deposit of two times the standard security deposit.
10. Rental history reflecting past due rent exceeding \$200.00 will result in denial. Unless the debt is settled and the landlord would re-rent, in which case a security deposit of two times the standard security will be required.

VI. CREDIT REQUIREMENTS

1. A consumer credit report will be obtained. Eight (8) or more unpaid collections (not medically related) being reported by the credit bureau will result in denial of the application.
2. A bankruptcy listed on the credit report older than one year is acceptable, however, any subsequent negative credit history (not medically related) will result in denial of the application.
3. Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgments, and wage garnishment programs) being reported by the credit bureau which is more than \$5,000.00 will require a deposit of two times the standard security deposit.

VII. CRIMINAL CONVICTION CRITERIA

1. Upon receipt of the rental application and screening fee, landlord 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. Records reported to the owner will relate to crimes where the date of disposition, release or parole, occur within the seven years prior to the application. A conviction, guilty plea or no-contest pleas for:
 - a. Any felony involving serious injury, death, rape, sex crimes, and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) where the date of disposition, release, or parole have occurred within the last ten (10) years; or
 - b. Any other felony, or any misdemeanor involving: arson, assault, intimidation, sex crimes, drug related offenses (sale, manufacture, delivery, or possession with intent to sell) or weapons charges where the date of disposition, release, or parole have occurred within the last seven (7) years; or
 - c. Any misdemeanor involving theft, dishonesty, prostitution, obscenity and related violations (ORS 167.060 through 167.100) where the date of disposition, release, or parole have occurred within the last 18 months;
2. Pending charges for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
3. This property enforces the "One Strike and You're Out" guidelines designed by the Federal government to increase evictions of drug offenders and other criminals from public housing around the nation.

VIII. DISABLED ACCESSIBILITY

1. Spring Mountain Apartments will make any reasonable changes to the common areas of the apartment community or building that will make those areas accessible to all residents.
2. Spring Mountain Apartments will alter, or allow the resident to have altered, any unit to provide "reasonable accommodation" for any person with a disability. These alterations may be made at the tenant's or in some cases, the landlord's expense. Each request for modification to a unit will be evaluated under state and federal law to determine who will be responsible for the cost.
3. A reasonable accommodation request verification form can be obtained from the on-site management staff.
4. If it is determined that the residents would be responsible for the cost of modification, the following will be required

- a. All costs will be the responsibility of the applicant/tenant.
- b. The applicant/tenant must seek, in writing, the landlord's approval before making any modifications.
- c. Reasonable assurances, in writing, that the work will be performed in a workmanlike manner.
- d. Reasonable details regarding the extent of the work to be done.
- e. Names of qualified contractors that will be used.
- f. Provide copies of appropriate building permits and the required licenses to the landlord for inspection.

A deposit may be required for the restoration of the premises, not including normal wear and tear. In the event that restoration would be required, Spring Mountain Apartments could require a deposit not to exceed the cost of such restoration. This deposit may be paid over a reasonable period of time.

IX. DENIAL POLICY

Failure to meet any of the above criteria shall result in denial of the application (a written letter from the screening company will outline the reason for denial of the application and your rights).

You have the right to dispute the accuracy of any information provided to landlord by a screening service or credit-reporting agency. If your application is rejected due to unfavorable information received during the screening process, you may:

1. Contact the screening company that supplied the information to discuss your application. The landlord will supply the name, address, and phone number of the screening company.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agency as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available unit.

Be Advised:

- a. Incomplete, inaccurate or falsified information will be grounds for denial.
- b. Any applicant that is a current drug abuser or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.
- c. Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of others will be denied.

Thank you once again for considering Rosewood Lane Apartments as your new home. We look forward to having you as a resident and for you to enjoy your time here as much as possible.

“Convenience at Your Doorstep”

Rosewood Lane Apartments
Occupancy Standards

Security Deposit Standards:

One Bedroom.....\$200.00 to One Full Month's Rent
Two Bedroom..... \$200.00 to One Full Month's Rent

Pet Standards:

Pets permitted with management approval and pet fee.

Non-refundable pet fees are as follows:

Cats.....\$300.00
Dogs 35 lbs and under.....\$300.00

All dogs above 35 lbs are subject to the manager's decision of the appropriate fee.

Two pets are allowed per apartment; only one dog.

There are no weight limits for dogs although some breed restrictions apply.

Application Fee:

Per applicant (non-refundable).....\$40.00

Administrative Fee:

Due within 72 hours of the return of an approved application.....\$200.00

I understand and accept these occupancy standards.

Applicant

Date

Applicant

Date

Community Representative

Date

This property will not discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap.