

# 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.



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# APPLICATION TO RENT

I (99)

George Kaup Phone 509-520-1583 Web Site www.georgekaup.com

## 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:**

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**MEMBERS OF HOUSEHOLD**

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

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**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 \_\_\_\_\_



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