MULTIFAMILY NW
The Association Promoting Quality Rental Housing

OREGON (NOT FOR CITY OF PORTLAND)

RENTAL APPLICATION

TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT TO AVAILABILITY

EQUAL HOUSING OPPORTUNITY

SAMPLE

OFFICE USE ONLY

☒ NEW MOVE-IN ☒ OCCUPANT TURNING 18 ☒ ADD/REMOVE ROOMMATE ☒ TRANSFER

PROPERTY NAME / NUMBER SAMPLE SAMPLE

UNIT NUMBER SAMPLE ADDRESS SAMPLE

DATE UNIT WANTED SAMPLE (MM/DD/YYYY) UNIT RENT $ SAMPLE NON-REFUNDABLE SCREENING CHARGE $ SAMPLE

OWNER / AGENT SAMPLE PHONE SAMPLE

OWNER / AGENT ADDRESS SAMPLE

SMOKING POLICY: ☒ ALLOWED - ENTIRE PREMISES ☒ PROHIBITED - ENTIRE PREMISES ☒ ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

SAMPLE

APPLICANT

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY OWNER / AGENT IN THE LAST 60 DAYS? ☒ YES ☒ NO

IF YES, WHERE? SAMPLE

APPLICANT FULL LEGAL NAME SAMPLE EMAIL SAMPLE

PREVIOUS NAMES, ALIASES OR NICKNAMES USED SAMPLE

DATE OF BIRTH SAMPLE (MM/DD/YYYY) SOC. SECURITY # SAMPLE APPLICANT PHONE ( ) SAMPLE

PHOTO I.D. TYPE SAMPLE # SAMPLE / STATE SAMPLE EXP. DATE SAMPLE (MM/DD/YYYY)

CURRENT STREET ADDRESS SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE DATE YOU MOVED IN SAMPLE (MM/DD/YYYY)

CURRENT LANDLORD NAME SAMPLE LANDLORD PHONE ( ) SAMPLE

LANDLORD EMAIL SAMPLE LANDLORD FAX ( ) SAMPLE

STREET ADDRESS (OR APARTMENT NAME) SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE

APPLICANT FORMER STREET ADDRESS SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE FROM SAMPLE (MM/DD/YYYY) TO SAMPLE (MM/DD/YYYY)

FORMER LANDLORD NAME SAMPLE LANDLORD PHONE ( ) SAMPLE

LANDLORD EMAIL SAMPLE LANDLORD FAX ( ) SAMPLE

STREET ADDRESS (OR APARTMENT NAME) SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS SAMPLE

CURRENT EMPLOYER SAMPLE PHONE ( ) SAMPLE

HR EMAIL SAMPLE HR FAX ( ) SAMPLE

STREET ADDRESS SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE

POSITION SAMPLE HOW LONG? SAMPLE GROSS MONTHLY INCOME $ SAMPLE

OTHER MONTHLY INCOME: SOURCE SAMPLE $ SAMPLE / SOURCE SAMPLE $ SAMPLE

SAMPLE

ARE YOU SELF-EMPLOYED? ☒ YES ☒ NO

☒ **PREVIOUS** ☒ **ADDITIONAL EMPLOYER** SAMPLE PHONE ( ) SAMPLE

HR EMAIL SAMPLE HR FAX ( ) SAMPLE

STREET ADDRESS SAMPLE

CITY SAMPLE STATE SAMPLE ZIP SAMPLE

POSITION SAMPLE HOW LONG? SAMPLE IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME $ SAMPLE

THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

DEPOSITS

SECURITY DEP. MINIMUM $ SAMPLE

SECURITY DEP. MAXIMUM $ SAMPLE
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

SAMPLE $ SAMPLE

INSURANCE

☒ IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

☒ IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF SAMPLE

MINIMUM INSURANCE AMOUNT: $ SAMPLE
($100,000 IF LEFT BLANK)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

☐ ON SITE ☐ RESIDENT ☐ MAIN OFFICE (IF REQUIRED)

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OTHER OCCUPANTS

NAME	DATE OF BIRTH (MM/DD/YYYY)
SAMPLE	SAMPLE
SAMPLE	SAMPLE
SAMPLE	SAMPLE
SAMPLE	SAMPLE
SAMPLE	SAMPLE

VEHICLES

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE	SAMPLE

OTHER

☒ IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

☒ IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? SAMPLE

NAME SAMPLE TYPE SAMPLE BREED SAMPLE AGE SAMPLE WEIGHT SAMPLE

NAME SAMPLE TYPE SAMPLE BREED SAMPLE AGE SAMPLE WEIGHT SAMPLE

NAME SAMPLE TYPE SAMPLE BREED SAMPLE AGE SAMPLE WEIGHT SAMPLE

DO YOU INTEND TO USE: ☒ WATERBED ☒ AQUARIUM ☒ MUSICAL INSTRUMENT SAMPLE

SAMPLE

DO YOU HAVE RENTER'S INSURANCE? ☒ YES ☒ NO

EMERGENCY CONTACT SAMPLE PHONE ( ) SAMPLE

ADDRESS SAMPLE

CONTACT IN CASE OF DEATH SAMPLE PHONE ( ) SAMPLE

ADDRESS SAMPLE

HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS OR IS THERE A PENDING EVICTION CASE AGAINST YOU? ☒ YES ☒ NO

IF YES, PLEASE LIST COUNTY & STATE SAMPLE

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? ☒ YES ☒ NO IF YES, DATE SAMPLE (MM/DD/YYYY)

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? ☒ YES ☒ NO IF YES, DATE SAMPLE (MM/DD/YYYY)

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR RELATED TO THE CRIMINAL CONVICTION CRITERIA? ☒ YES ☒ NO IF YES, WHO SAMPLE

COUNTY & STATE SAMPLE WHEN SAMPLE (MM/DD/YYYY) WHAT SAMPLE

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED? ☒ YES ☒ NO IF YES, COUNTY & STATE SAMPLE

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? SAMPLE

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE? ☒ YES ☒ NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? SAMPLE

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

SCREENING COMPANY OR CREDIT REPORTING AGENCY

COMPANY NAME SAMPLE PHONE SAMPLE

ADDRESS SAMPLE

EMAIL SAMPLE

If the application is approved, applicant will have SAMPLE hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

GOOD FAITH ESTIMATE

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: SAMPLE unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: SAMPLE application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

SIGNATURE

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 Owner/Agent may refuse to process or deny this application if it is materially incomplete, fails to include information regarding my identification or income, or if I intentionally withheld or misrepresented required information. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand that I am welcome to provide supplemental evidence to mitigate potentially negative screening results. Applicants may provide evidence of mitigating circumstances and requests for reasonable accommodation/modification to the following location for review, consideration and response: SAMPLE ***I have received and read the Owner/Agent's rental criteria.***

APPLICANT X SAMPLE DATE SAMPLE (MM/DD/YYYY) SUPPLEMENTAL EVIDENCE PROVIDED? ☒ YES ☒ NO

OWNER/AGENT X SAMPLE SUPPLEMENTAL EVIDENCE RECEIVED? ☒ YES ☒ NO

☒ PHOTO I.D. VERIFIED BY SAMPLE (INITIALS) DATE RECEIVED SAMPLE (MM/DD/YYYY) TIME RECEIVED SAMPLE

OWNER/AGENT NOTES SAMPLE

☐ ON SITE ☐ RESIDENT ☐ MAIN OFFICE (IF REQUIRED)

SAMPLE

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OREGON RENTAL CRITERIA FOR RESIDENCY

(NOT FOR CITY OF PORTLAND)

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

GENERAL STATEMENTS

1. Any of the following items, or combination thereof, will be accepted to verify the name, date of birth and physical appearance of an applicant:
   a. A Social Security card or evidence of a Social Security number
   b. A certified copy of a record of live birth
   c. A permanent resident card issued by the United States Citizenship and Immigration Services;
   d. An immigrant or nonimmigrant visa
   e. An individual taxpayer identification number card issued by the Internal Revenue Service
   f. A passport, driver license or other government-issued identification, regard less of expiration date, or
   g. Any nongovernment identification or combination of identifications that would permit a reasonable verification of identity.
2. Each applicant will be required to qualify individually or as per specific criteria areas (but for income, which is at the discretion of landlord).
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.

INCOME CRITERIA

1. Monthly income should be at least (if blank, 3 times stated rent*), and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two times the stated rent will result in denial.
   If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two years will result in denial.

EVICTION HISTORY CRITERIA

Five years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant or when the applicant has provided supplemental evidence proving that they suffered a job loss due to no fault of their own will not be considered. If your eviction was related to a non-behavioral issue, you may provide supplemental evidence as instructed herein and that information will be considered.

CREDIT CRITERIA

1. Negative credit scoring or adverse debt showing on consumer credit report may result in denial or require additional security deposits or acceptable cosigners.
2. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

FAIR HOUSING LAWS

Landlord has a non-discrimination policy as required by federal, state or local law and does not discriminate against any applicant because of the race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status or source of income of the applicant.

BANKRUPTCIES

Chapter 7 Bankruptcies filed within one (1) year of the application or current pending bankruptcies will result in a denial of the application. Any negative or adverse debt showing on a consumer credit report within the last two (2) years (not related to educational or medical expenses) that is reported following a bankruptcy, or multiple bankruptcy filings will result in denial of the application. Applicants with a current Chapter 13 bankruptcy may be approved if the bankruptcy is over 3 years old, in good standing, and no negative or adverse debts have been established since.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): 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 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 the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

a) Felonies or Misdemeanors involving: murder, manslaughter, arson, rape, kidnapping, child or other violent/predatory sex crimes or manufacturing or distribution of a controlled substance, or terrorism.

b) Felonies not listed above involving: 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 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 the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.

c) Misdemeanors not listed above involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.

d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which 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 the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.

e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

(1) Applicant has submitted supporting documentation prior to the public records search; or

(2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

i) Letter from parole or probation office;
ii) Letter from caseworker, therapist, counselor, etc.;
iii) Certifications of treatments/rehab programs;
iv) Letter from employer, teacher, etc.
v) Certification of trainings completed;
vi) Proof of employment; and
vii) Statement of the applicant.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

Owner/Agent will:

(a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.

(b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.

(c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

EUGENE APPLICANTS

Owner/Agent may refuse to process an application submitted by an applicant who has violated a rental agreement with the Owner/Agent three or more times during the 12-month period preceding the date of the application and the Owner/Agent can provide documentation of the violations.

SAMPLE

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