



**MULTIFAMILY NW**  
The Association Promoting Quality Rental Housing

SAMPLE

**OREGON  
CO-SIGNER APPLICATION**

TO BE COMPLETED BY EACH CO-SIGNER

ALL UNITS  
SUBJECT TO  
AVAILABILITY



OFFICE USE ONLY

PROPERTY NAME / NUMBER \_\_\_\_\_  
 UNIT NUMBER SAMPLE ADDRESS SAMPLE  
 UNIT RENT \$ SAMPLE NON-REFUNDABLE SCREENING CHARGE \$ SAMPLE  
 OWNER / AGENT SAMPLE PHONE SAMPLE  
 OWNER / AGENT ADDRESS SAMPLE  
 PERSONS APPLYING TO BE RESIDENTS SAMPLE

CO-SIGNER

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY OWNER/AGENT IN THE LAST 60 DAYS?  YES  NO  
 IF YES, WHERE? SAMPLE  
 CO-SIGNER FULL LEGAL NAME SAMPLE EMAIL SAMPLE  
 PREVIOUS NAMES, ALIASES OR NICKNAMES USED SAMPLE  
 DATE OF BIRTH SAMPLE SOC. SECURITY # SAMPLE CO-SIGNER PHONE ( ) SAMPLE  
MM/DD/YYYY  
 GOVERNMENT ISSUED 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  
 STREET ADDRESS (OR APARTMENT NAME) SAMPLE  
 CITY SAMPLE STATE SAMPLE ZIP SAMPLE

CURRENT EMPLOYER SAMPLE PHONE ( ) 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  
 ARE YOU SELF-EMPLOYED?  YES  NO

OTHER

EMERGENCY CONTACT 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 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 WHAT SAMPLE  
MM/DD/YYYY  
 HAVE YOU BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED?  YES  NO  
 IF YES, COUNTY & STATE 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 co-signer'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

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 credit standing and ability to serve as co-signer. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of my tenancy of the residents. I have received and read the Owner/Agent's co-signer criteria. I am applying solely to act as a co-signer and will not be occupying the unit.*

CO-SIGNER  SAMPLE DATE SAMPLE  PHOTO I.D. VERIFIED BY SAMPLE  
MM/DD/YYYY (INITIALS)  
 OWNER/AGENT  SAMPLE DATE RECEIVED SAMPLE TIME RECEIVED SAMPLE  
MM/DD/YYYY  
 OWNER/AGENT NOTES SAMPLE

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# OREGON CRITERIA FOR CO-SIGNERS

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.

## INCOME CRITERIA

1. Monthly income must be equal to or greater than  $\frac{AMPL}{4}$  times (if blank, 4 times\*) the stated rent, and must be from a verifiable, legal source.

\*In the City of Portland, monthly income must be equal to or greater than 3 times the stated rent, and must be from a verifiable, legal source.

2. Twelve months of verifiable employment will be required if used as a source of income.
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.
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.

## EVICTION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## CREDIT CRITERIA

1. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of this application and the screening fee, Owner/Agent will conduct a search of public records to determine whether applicant 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 crime involving financial fraud, including identity theft and forgery. Any Conviction within the last seven years will result in a denial of the application.