MULTIFAMILY NW
The Association Promoting Quality Rental Housing

OREGON
RENTAL APPLICATION
TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT TO AVAILABILITY

Albany Property MANAGEMENT

EQUAL HOUSING OPPORTUNITY

PROPERTY NAME / NUMBER _____

UNIT NUMBER _____ ADDRESS SFR /Duplex etc. - Non Apartment

DATE UNIT WANTED _____ UNIT RENT $_____ SCREENING CHARGE $ 35

OWNER / AGENT Albany Property Management PHONE (541) 981-8427

STREET ADDRESS 919 Elm Street SW, Albany, OR 97321

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

APPLICANT

APPLICANT FULL LEGAL NAME _____ EMAIL _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ SOC. SECURITY # _____ APPLICANT PHONE (_____)_____

GOVERNMENT ISSUED PHOTO I.D. TYPE_____ #_____ / STATE_____ EXP. DATE_____

CURRENT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE YOU MOVED IN _____

CURRENT LANDLORD NAME _____ LANDLORD PHONE (_____)_____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ FROM _____ TO _____

FORMER LANDLORD NAME _____ LANDLORD PHONE (_____)_____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

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

CURRENT EMPLOYER _____ PHONE (_____)_____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? (DATE HIRED) _____

GROSS MONTHLY INCOME $_____

OTHER MONTHLY INCOME: SOURCE _____ $_____ / SOURCE _____ $_____

ARE YOU SELF-EMPLOYED? ☐ YES ☐ NO

☐ **PREVIOUS** ☐ **ADDITIONAL EMPLOYER** _____ PHONE (_____)_____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? _____

IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME $_____

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 $ 2,000.00

_____ $_____

_____ $_____

_____ $_____

_____ $_____

DEPOSITS

SECURITY DEP. MINIMUM $ 750.00

SECURITY DEP. MAXIMUM $ 3,000.00
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

INSURANCE

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

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

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

(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

VEHICLES

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #

OTHER

ANIMALS (SUBJECT TO APPROVAL BY MANAGEMENT): How many animals will be residing in this unit? _____

TYPE _____ BREED _____ AGE _____ WEIGHT _____

TYPE _____ BREED _____ AGE _____ WEIGHT _____

DO YOU INTEND TO USE: ☐ WATERBED ☐ AQUARIUM ☐ MUSICAL INSTRUMENT _____

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

BANK(S) _____

EMERGENCY CONTACT _____ PHONE (_____) _____

ADDRESS _____

CONTACT IN CASE OF DEATH _____ PHONE (_____) _____

ADDRESS _____

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS? ☐ YES ☐ NO IF YES, DATE _____

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? ☐ YES ☐ NO IF YES, DATE _____

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? ☐ YES ☐ NO IF YES, DATE _____

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? ☐ **YES** ☐ **NO** IF YES, WHO _____ WHERE _____ WHEN _____

WHAT _____

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? _____

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

HOW DID YOU HEAR ABOUT OUR PROPERTY? _____

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 Background Investigations PHONE (503) 639-6000

ADDRESS 27600 SW 95th Ave. Suite 100, Wilsonville, OR 97070

EMAIL _____

If the application is approved, applicant will have _____ 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: _____ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: _____ 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 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 tenancy. ***I have received and read the Owner/Agent's rental criteria.***

APPLICANT X _____ DATE _____ ☐ PHOTO I.D. VERIFIED BY _____ (INITIALS)

OWNER/AGENT X _____ DATE RECEIVED _____ TIME RECEIVED _____

OWNER/AGENT NOTES Apps will be processed in the order received. Monthly rent and Sec Dep is property dependent.

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Albany Property MANAGEMENT

RENTAL SCREENING CRITERIA

Albany Property Management does not discriminate based on: race, color, religion, marital status, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Thank you for your interest in a property managed by Albany Property Management. Our goal is to consistently offer top quality property to our tenants. An important component of the management process is to maintain a thorough screening process. We will accept applications meeting the requirements listed on the Property Information sheet and in which all the applicants meet the following qualifications. Applications must be completed in full by all residents 18 years of age or over. An application for a specific property or unit will be processed on a date and time basis. The first complete application received will be processed an if approved, all potential applicants will be notified.

General Requirements

1. Valid photo identification required.
2. A complete and accurate application with phone numbers. Incomplete applications will be returned.
3. Each applicant will be required to qualify individually.
4. Applicant must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
8. An application insufficient in Credit and Rental Requirements shall require an additional security deposit equal to 50% of stated rental amount, over and above any other security deposit or additional security deposit required.
9. The total security deposit required will be that of the least qualified applicant.
10. The denial of one applicant will result in the denial of the entire application.
11. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.

INCOME REQUIREMENTS

1. Gross monthly household income must equal two and one-half times the stated monthly rent. If monthly income does not equal 2 – ½ times the stated monthly rent, a qualified co-signer will be required.
2. A current paycheck stub from your employer will be required. Verifiable income or liquid assets equal to two and one-half times the total annual rent will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans.) Self-employed applicants will be required to show proof of income through copies of the previous tax return. Self-employed applicants will be verified through the state. A recorded business name and corporate filing will be sufficient to meet verification of employment.
3. Application will be denied if the legal source of income cannot be verified.

Albany Property MANAGEMENT

RENTAL REQUIREMENTS

1. One year of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional security deposit equal to one month's rent. Home ownership negotiated through a land sales contract is verified through the contract holder.
2. Rental history demonstrating residency, but not current third party rental history, will require an additional security deposit equal to 25% of one month's rent or qualified co-signer. (Rental references ending 12 months prior to the date of application will not be considered current.)
3. Eviction-free rental history for the last 5 years is required.
4. Rental history reflecting past due rent or an outstanding balance will be denied.
5. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
6. Three (3) or more 72-hour notices within a period of one year will result in a denial.
7. Three (3) or more NSF checks within a period of one year will result in a denial.
8. Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent.

CREDIT REQUIREMENTS

A credit history showing no negative reports is required. A negative report is considered any non-medical item 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines:

- A credit file report containing a discharged bankruptcy will require an additional security deposit equal to 25% of one month's rent or qualified co-signer.
- 1-2 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 25% of one month's rent or qualified co-signer.
- 3-5 items as above will require an additional security deposit equal to 50% of one month's rent or qualified co-signer.
- 6-8 items as above will require an additional security deposit equal to 100% of one month's rent or total security deposit equal to 25% of one month's rent plus a qualified co-signer.
- 9 or more items will result in the denial of the application.
- Any open bankruptcy that has not been discharged will result in the denial of the application.

CRIMINAL

Upon receipt of the rental applications and screening fee, landlord will conduct a search o 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.

a) A conviction, guilty plea or no-contest plea, ever for: any felony 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) 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 or 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 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. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

DENIAL POLICY

If your application is denied due to negative and adverse information being reported, you should:

1. Contact Background Investigations at 503-639-6000.
2. If credit related, contact the credit reporting agency listed on the denial letter in order to:
    - Identify who is reporting unfavorable information
    - Request a correction if the information being reported is incorrect

If your application has been denied and you feel you qualify as a resident under the criteria stated above, you should write to our: Equal Housing Opportunity Manager @ 919 Elm St SW, Albany OR 97321. Explain the reasons you believe your application should be reevaluated and request a review. Your application will be reviewed within seven (7) working days from the date your letter is received and you will be notified of the outcome.

DISABLED ACCESSIBILITY STATEMENT

Albany Property Management allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition. We require:

- The applicant to seek the landlord's written approval before making the modifications.
- Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
- Reasonable details regarding the extent of the work to be done.
- Names of the qualified contractors that will be used.
- Appropriate building permits and the required licenses must be made available for inspection by the landlord.
- A deposit for the restoration may be required.