

OFFICE USE ONLY	☐ NEW MOVE-IN ☐ OCCUPANT TURNING 18 ☐ ADD/REMOVE ROOMMATE ☐ TRANSFER			
APPLICANT	PROPERTY NAME / NUMBER _____			
	UNIT NUMBER _____ ADDRESS _____			
	DATE UNIT WANTED _____ MM/DD/YYYY		UNIT RENT \$ _____ NON-REFUNDABLE SCREENING CHARGE \$ _____	
	OWNER / AGENT _____		PHONE _____	
	OWNER / AGENT ADDRESS _____			
	SMOKING POLICY: ☐ ALLOWED - ENTIRE PREMISES ☐ PROHIBITED - ENTIRE PREMISES ☐ ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)			
	PLEASE DO NOT LEAVE ANYTHING BLANK. IF NOT APPLICABLE, WRITE "N/A."			
	APPLICANT FULL LEGAL NAME _____ EMAIL _____			
	PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____			
	DATE OF BIRTH _____ SOC. SECURITY # _____ APPLICANT PHONE (_____) _____			
INCOME	GOVERNMENT ISSUED PHOTO I.D. TYPE _____ # _____ / STATE _____ EXP. DATE _____ MM/DD/YYYY			
	CURRENT STREET ADDRESS _____			
	CITY _____ STATE _____ ZIP _____		DATE YOU MOVED IN _____ MM/DD/YYYY	
	HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY LANDLORD IN THE LAST 60 DAYS? ☐ YES ☐ NO			
	IF YES, WHERE? _____			
	CURRENT LANDLORD NAME _____ LANDLORD PHONE (_____) _____			
	LANDLORD EMAIL _____ LANDLORD FAX (_____) _____			
	STREET ADDRESS (OR APT NAME) _____ CITY _____ STATE _____ ZIP _____			
	APPLICANT FORMER STREET ADDRESS _____			
	CITY _____ STATE _____ ZIP _____ FROM _____ MM/DD/YYYY TO _____ MM/DD/YYYY			
ASSETS	FORMER LANDLORD NAME _____ LANDLORD PHONE (_____) _____			
	LANDLORD EMAIL _____ LANDLORD FAX (_____) _____			
	STREET ADDRESS (OR APT NAME) _____ CITY _____ STATE _____ ZIP _____			
	OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS _____			
	ARE YOU SELF-EMPLOYED? ☐ YES ☐ NO ARE YOU A FULL-TIME STUDENT? ☐ YES ☐ NO			
	CURRENT EMPLOYER _____ PHONE (_____) _____			
	HR EMAIL _____ HR FAX (_____) _____			
	STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____		POSITION _____ DATE HIRED _____ GROSS MONTHLY INCOME \$ _____	
	ADDITIONAL CURRENT EMPLOYER _____ PHONE (_____) _____			
	HR EMAIL _____ HR FAX (_____) _____			
OTHER OCCUPANTS	STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____		POSITION _____ DATE HIRED _____ GROSS MONTHLY INCOME \$ _____	
	OTHER MONTHLY INCOME: THIS INCLUDES, BUT IS NOT LIMITED TO, WELFARE ASSISTANCE, SOCIAL SECURITY, PENSIONS, DISABILITY, MILITARY PAY/BENEFITS, UNEMPLOYMENT, CHILD SUPPORT, ALIMONY, STUDENT GRANTS/LOANS, SELF-EMPLOYMENT, LOTTERY INCOME, INCOME FROM THE SALE OF PROPERTY, INCOME FROM TRUSTS AND ANY OTHER INCOME RECEIVED FROM PEOPLE NOT RESIDING WITH YOU.			
	SOURCE _____ \$ _____		SOURCE _____ \$ _____	
	ASSETS: THIS INCLUDES, BUT IS NOT LIMITED TO, CHECKING/SAVINGS ACCOUNTS, 401K, MONEY MARKET ACCOUNTS, IRA, STOCKS/BONDS, CD'S, TRUSTS, WHOLE OR UNIVERSAL LIFE INSURANCE POLICIES, CASH HELD IN SAFETY DEPOSIT BOXES, ITEMS HELD AS INVESTMENTS, ETC.			
	ASSET TYPE _____ FINANCIAL INSTITUTION _____		ASSET TYPE _____ FINANCIAL INSTITUTION _____	
	_____		_____	
	_____		_____	
	_____		_____	
	_____		_____	
	_____		_____	
NAME _____ DATE OF BIRTH _____ SOCIAL SECURITY # _____ FULL-TIME STUDENT? ☐ YES ☐ NO				
_____ MM/DD/YYYY _____ ☐ YES ☐ NO				
_____ MM/DD/YYYY _____ ☐ YES ☐ NO				
_____ MM/DD/YYYY _____ ☐ YES ☐ NO				
_____ MM/DD/YYYY _____ ☐ YES ☐ NO				

VEHICLES	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
PETS	☐ IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.					
	☐ IF CHECKED, PETS ARE ALLOWED SUBJECT TO MANAGEMENT APPROVAL. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? _____					
	NAME	TYPE	BREED	AGE	WEIGHT	
	NAME	TYPE	BREED	AGE	WEIGHT	
CONTACTS	EMERGENCY CONTACT			PHONE ()		
	ADDRESS					
	CONTACT IN CASE OF DEATH			PHONE ()		
	ADDRESS					
OTHER	DO YOU INTEND TO USE: ☐ WATERBED ☐ AQUARIUM ☐ MUSICAL INSTRUMENT					
	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					
	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 RELATED TO THE CRIMINAL CONVICTION CRITERIA? ☐ YES ☐ NO IF YES, WHO					
	COUNTY & STATE WHEN WHAT					
	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					
	WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE?					
	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			PHONE		
	ADDRESS					
RENT	THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.					
	MAXIMUM POTENTIAL RENT \$					
	\$					
	\$					
DEPOSITS	SECURITY DEP. MINIMUM \$					
	SECURITY DEP. MAXIMUM \$ (DEPENDS ON SCREENING RESULTS AND UNIT SIZE)					
	\$					
	\$					
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 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. I have received and read the Owner/Agent's rental criteria.				
APPLICANT X			DATE SUPPLEMENTAL EVIDENCE PROVIDED? ☐ YES ☐ NO			
OWNER/AGENT X			DATE SUPPLEMENTAL EVIDENCE RECEIVED? ☐ YES ☐ NO			
☐ PHOTO I.D. VERIFIED BY (INITIALS)			DATE RECEIVED TIME RECEIVED			
OWNER/AGENT NOTES						

OREGON TAX CREDIT RENTAL CRITERIA FOR RESIDENCY

(Applicable only if Owner/Agent does not have custom criteria.)

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.
3. A minimum of one person per bedroom may be required under applicable regulations.

GENERAL STANDARDS

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.
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.
6. Per HUD & IRS Section 42 regulations, with limited exceptions, households which are comprised entirely of full time students may not be eligible for housing. *NOTE: If, after taking occupancy, the household becomes comprised entirely of full-time students and does not meet any of the exceptions, that household will no longer qualify and will be required to vacate the premises.*
7. Applicants have the right to a refund of the screening charge paid in conjunction with this application and recover damages as set forth in ORS 90.295(5) and (6)(b).

INCOME CRITERIA

1. Monthly household income should be at least _____ (if blank, 1½ times the monthly stated rent* and cannot exceed the applicable maximum income limit assigned to the unit. The income limits are a percentage of the area median income, published annually by HUD, and adjusted for household size. Exceptions will be made to income/rent ratios for those with a minimum of six months of documented, guaranteed rental assistance and/or for those with verified assets on hand sufficient to pay rent and utilities for a minimum of six months. *If applicant will be using local, state or federal housing assistance as a source of income, "monthly 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. Monthly income must be from a verifiable, legal source.
3. Minimum monthly income will be consistent with project guidelines.
4. Income and assets of all household members will be verified per methods approved by IRS Section 42 regulations. Verification requests will be mailed, e-mailed, or faxed by management, directly to the verifying institution/agency or employer and not hand-carried by applicant.

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.

EVICTON 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 will not be considered.

CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
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.

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