

Application Process

ONE APPLICATION per POTENTIAL OCCUPANT 18 YEARS OF AGE OR OLDER

Advertised rent prices are based on a one-year lease. Additional lease option available with rate increase upon approval

- ❖ **There is a \$35.00 Application Fee due upon completion of application.**
- ❖ **Total income must equal at least 3 times the monthly rent amount. Proof of income is required.**
- ❖ **ALL individuals occupying the unit are to be included on the application. All occupants 18 years of age and older are considered part of the rental agreement. Only names and birthdates of occupants 17 years and younger are required.**
- ❖ **Security deposits start at \$800.00 for apartments and \$1000.00 for houses. They are subject to increase during the application screening process. If you have any questions concerning security deposits, please call the office.**
- ❖ **Application forms have to be turned into the office at 705 S. 1st St., Hermiston, OR. All applications are considered in the order they are turned into the office. They must be complete with all signatures, required copies of ID, proof of income, social security cards and fees; otherwise they will not be accepted.**

Once application is approved, there is a 24 hour period to sign agreements and bring in all monies due from the time of notification. After the 24 hours we will process the next application in line.

Possible causes for denial of application:

- IF you have ever had a court eviction (FED)**
- IF you owe any other landlord money**
- IF you have ever had a felony arrest**
- IF you are in the process of a bankruptcy**

Applicant's behavior and demeanor during the application process may be grounds for denial



APPLICATION FOR RENTAL

One application per potential occupant 18 years of age and older. Print clearly and legibly. COMPLETE BOTH SIDES

Office use only:

Address of Property _____ **Rent \$** _____ **Application Fee \$35.00** **Date** _____

Applicant Information

Applicant's Legal Last Name:		First	MI	Social Security Number:		Date of Birth:
Driver's License #	State	Home Phone #	Work #	Email Address		

Total # of Occupants _____ *All occupants 18 years of age and older must complete separate application. Occupants 17 and under must be listed below.*

Name _____	DOB _____	Name _____	DOB _____
Name _____	DOB _____	Name _____	DOB _____
Name _____	DOB _____	Name _____	DOB _____

Current Residence Information

Currently Own? ___ Rent? ___ **Have you ever been evicted?** ___ Reason for vacating present residence _____

Amount of Rent or Mortgage \$ _____ Date of move-in: _____ Anticipated date of move-out: _____

Current address including, City, State and zip:

Name, address and phone number of current landlord. If own, name, address and phone number of mortgage company.

Previous Residence Information

Own? ___ Rent? ___ **Have you ever been evicted?** ___ Reason for vacating previous residence _____

Amount of Rent or Mortgage \$ _____ Date of move-in: _____ Date of move-out: _____

Previous address including, City, State and zip:

Name, address and phone number of t landlord. If own, name, address and phone number of mortgage company.

Income Information

Source of Income: Self Employed? _____ Investment/Retirement? _____ Employed? _____ Child Support? _____ Other? _____ (List all Sources, amounts and frequency)	Total Gross Monthly Income:	Frequency of income:
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If employed, Name, address and phone number of company:

Date of Hire:	Position:	Name and Phone number of supervisor:
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APPLICANT: COMPLETE INFORMATION ON REVERSE SIDE, IF NOT COMPLETED, APPLICATION MAY NOT BE CONSIDERED.



APPLICANT SCREENING CRITERIA DISCLOSURE

Date: _____ Applicant Name(s) _____

Current Address Of Applicant _____

City _____ State _____ Zip _____ Phone # _____

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation for any difference from the requirements may be considered by the landlord if provided by the applicant(s). If necessary, provide additional information for explanations on a separate paper.

Failure to meet the screening criteria may be grounds for: (1) The denial of the application, or (2) The requirement of a co-signer who will also be required to meet the screening criteria, and/or (3) The requirement of payment of an additional deposit.

Incomplete, inaccurate, illegible or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.

1. Application Process:

- Each applicant(s) over 18 shall submit a completed application that is legible, verifiable and accurate.
- Each applicant(s) shall provide two pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$35.00 per person (18 and over) shall be paid at the time of the application. This is a Non-refundable fee once the application is processed. In the event we have accepted a prior application; at that time only will it be refundable.

The landlord utilizes a tenant screening service to verify information.

The landlord obtains credit reports to verify financial information.

The landlord obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from a tenant screening service or a consumer credit reporting agency, the applicant(s) shall be notified, in writing, of that fact at the time of denial. The name and address of the agency will be provided to allow the applicant(s) to obtain a copy of the reports and correct any incorrect information.

2. Source and amount of income: Total income shall be 3 times the rent. At the time of the application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- If employed, copies of at least two pay stubs or employer statement of earnings.
- If self-employed, copies of last tax return
- If other income, copies of assistance checks, retirement investment reports, or other financial data that can prove source, amount, frequency and duration of income.

3. Income and Debts: If the applicant(s) have monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have a credit card or installment payment, rent and utilities shall not be more than 50% of total monthly income.

4. Housing References: The applicant(s) shall provide information necessary to verify rental or home ownership history for the past 5 years. Information obtained from those related by blood or marriage may require co-signer or an additional security deposit.

5. Limitations: Occupancy may not exceed two persons per bedroom. All rental units are **non-smoking** units. Vehicle parking is limited to 2 vehicles. Pet or other animals are not permitted unless otherwise stated.

6. Arrest and Convictions: Arrest and/or convictions or civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

7. Demeanor and Behavior of applicants during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

8. Other Requirements: _____

I hereby acknowledge receipt of this disclosure _____



APPLICATION SCREENING CHARGE RECEIPT

Current Date:		Move-in Date Requested:	
Applicant Name(s):			
Current Address:			
City:		State:	Zip:
Day Phone:		Evening Phone:	Email address:
Applicant heard about us from:			

Received from the above named applicant \$ 35.00 as an applicant screening charge. This charge is NON-refundable

The following documents have been given to the applicant:

- The written applicant screening criteria
- A verbal good faith estimate of the available units and the number of applications currently being reviewed.

If the applicant's application is accepted, the applicant will have 24 hours to complete a rental agreement and pay all applicable money due.

Applicant(s) signature _____ Date _____

LANDLORDS DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

The following representations are made by the landlord concerning the property located at:

As appropriate, this disclosure is provided for signature to and applicant prior to the commitment to a rental agreement.

LEAD WARNING STATEMENT

Housing built prior to 1978 may contain lead-based paint. Lead based-paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

1. LANDLORD'S DISCLOSURE (Initial (A) (a) or (b) AND (B) (a) or (b) in the appropriate boxes.)

- (A) Presence of lead-based paint and/or lead-based paint hazards. (initial one)
 - (a) Known lead-based paint and/or lead-based paint hazards are present in the housing.
Explain _____
 - Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (B) Records and reports available to the tenant (initial one):
 - (a) Landlord has provided the tenant with all available records and reports pertaining to Lead-based and/or lead-based paint hazards in the housing (list all documents below)

 - (b) Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

2. TENANT'S ACKNOWLEDGMENT (Initial)

- (A) Tenant has received copies of all information above; AND
- (B) Tenant has received the pamphlet *Protect Your Family From Lead in Your Home*.

3. AGENT'S ACKNOWLEDGMENT (Initial, if applicable)

- Agent has informed the owner of the landlord's obligation under 42 U.S.C 4852(d) and is aware of his/her responsibilities to ensure compliance

4. CERTIFICATION OF ACCURACY The following parties have reviewed the information above and certify, to the best of their knowledge, the information they have provided is true and correct.

_____ _____
Landlord Date

_____ _____
Tenant Date