



## 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 1.5 times the rental amount. 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. 1<sup>st</sup> 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 (balance must be paid in full)

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\***

## OWNER/AGENT TO COMPLETE

Property Address: \_\_\_\_\_

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_ ☐ a.m. ☐ p.m.

\_\_\_\_\_ # of units available (of the type and in the area) that will be available for rent in the near future by this owner.

\_\_\_\_\_ # of applications previously accepted and remaining under consideration for those units.

*(If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.)*

Examined picture identification? ☐ Yes ☐ No Type of identification? \_\_\_\_\_

## RENT, DEPOSIT, AND FEE DISCLOSURE (Amounts listed below may be subject to change before the rental agreement is executed)

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Other Deposit: \$ \_\_\_\_\_

**DEPOSITS MAY INCREASE IF APPLICANT IS UNABLE TO MEET ONE OR MORE OF OWNER/AGENT'S SCREENING CRITERIA.**

☐ If checked, Renter's Insurance is required – Tenant is required to maintain minimum of \$100,000 liability coverage and list Owner/Agent as Interested Party. If Tenant(s) combined household income falls at or below 50% of the median for the area, Renter's Insurance may not be required. Owner/Agent is also responsible to maintain their own insurance policy and may not "self insure" if Renter's Insurance is to be required. Owner/Agent must provide proof of property insurance to Tenant upon request.

Owner/Agent may charge the following:

- Late payment of rent charge of \$ 50.00
- Smoke alarm and carbon monoxide alarm tampering fee of \$250.
- Dishonored check fee of \$35 plus amount charged by bank.
- Early termination of lease fee not to exceed 1-1/2 times the monthly rent, or actual damages at the option of Owner/Agent.
- Owner/Agent may charge the following non-compliance fees after first giving a written warning notice of initial violation if noncompliance occurs within one year: \$50 fee for 2nd violation, and \$50 plus 5% of current rent for each subsequent violation. 1. Failure to clean up animal waste, garbage, rubbish or other waste. 2. Parking violation or other improper use of vehicle.
- Owner/Agent may charge a fee for keeping on the premises an unauthorized pet capable of causing damage. Fee may be assessed for repeat violations that occur as early as 48 hours after the effective date of written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed \$250 per violation.
- Owner/Agent may charge a fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area of the premises. Fee may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed \$250 per violation.

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

First

Middle

Last

Email Address: \_\_\_\_\_ Cellular Number: ( ) \_\_\_\_\_

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's License, State and #: \_\_\_\_\_

1) Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Since: \_\_\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

2) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

3) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Have you ever: Been Evicted? ☐ Yes ☐ No Been sued by Landlord? ☐ Yes ☐ No Filed Bankruptcy? ☐ Yes ☐ No Been convicted, or plead guilty or no contest, to a crime? ☐ Yes ☐ No If yes to any of these, please explain: \_\_\_\_\_

If your service or companion animal requires a reasonable accommodation please inquire with Owner/Agent.

Animal #1 - Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_ Ever injured anyone or damaged anything? ☐ Yes ☐ No

Animal #2 - Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_ Ever injured anyone or damaged anything? ☐ Yes ☐ No

## OUTSTANDING DEBTS – Please list below all outstanding past due payment obligations and/or collections accounts.

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## BANK INFORMATION

1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_  
2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
3) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Type/Account #: \_\_\_\_\_

## EMPLOYMENT/INCOME

1) Current Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ ☐ Full-time ☐ Part-time  
2) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ ☐ Full-time ☐ Part-time  
Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

## REFERENCES

1) Relative: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
2) Emergency Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
3) Personal Reference: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

## PERSONAL PROPERTY

1) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
2) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
3) Other Vehicles/Boats \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Do you own the following: Trampoline? ☐ Yes ☐ No Water-filled furniture? ☐ Yes ☐ No Fish Tank or Aquarium? ☐ Yes ☐ No

## MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

## APPLICANT SCREENING CHARGE DISCLOSURES

- 1) Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:
  - a) Credit history including credit report;
  - b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;
  - c) Current obligations and credit ratings; and/or
  - d) Criminal records or other information verification.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$35.00 \_\_\_\_\_ none of which is refundable unless the Owner/Agent does not screen the applicant. This application is valid for up to 60 days from date of receipt by Owner/Agent.
- 3) Any charges imposed upon Owner/Agent by a Homeowner's or Condominium Association for anyone who moves into or out of a unit within the association, may be passed through to the Tenant(s) for payment as allowed by law. Current fee is \$ \_\_\_\_\_
- 4) If the mail receptacle associated with the dwelling unit is a locking type, Tenant(s) are solely responsible for the fees charged by the Postmaster for the re-keying of the box should a key not be provided by the Owner/Agent, or if the mail box has not been re-keyed between tenancies.

Incomplete applications will not be accepted. Inability to verify information may result in denial of application. Presentation of false information may result in denial of application or termination of tenancy if discovered within one year of submission of application.

I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an applicant screening charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Screening Guidelines. I understand that I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency.

No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.

Applicant \_\_\_\_\_

Date \_\_\_\_\_



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## 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