

# APPLICATION SCREENING GUIDELINES

1665 Liberty St. S. Salem, OR 97302 503-364-5500

#### APPLICATION PROCESS

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which we receive them.
- We may require up to two business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

#### SCREENING GUIDELINES

### **Complete Application**

- · Each applicant must submit an individual application.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

#### Identification

• Applicants must show two pieces of identification. One must include a photograph.

#### **Prior Rental History**

- Rental history of 5 (number of years)must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the
  right to deny an application if, after making a good faith effort, we are unable to verify prior rental
  history.
- Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

#### Sufficient Income/Resources

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

## Credit/Criminal/Public Records Check

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal
  manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

#### SCREENING PROCESS

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, a criminal records report and public records report.





		Amount of Deposits: \$			
		Applicant #: Date: /			
Exam	ined picture identification? $\Box$	Yes DNo Type of identification?			
PE	RSONAL INFORMATIO	ON THE RESERVE TO THE		Menn	
Appli	cant Name:		Tele	phone:	
Email	Address:	Middle Last	Cellular N	umber:	
S.S. #		Birth Date:/ Driver's Lic	cense, State and	d #:	
Co-aj			Telc	phone:	
Email		Middle Last	Cellular N	umber:	
S.S. =		Birth Date:/ Driver's Lic	cense, State an	d #:	
1)	Current Address:			_State:	Zip:
		are you moving? Rent Amount S	Tele	ephone:	
2)		City:			
		/ Why did you move?			
3)		City:			
	Previous Landlord:	// Why did you move?	Tele	ephone:	
4)		Citv:			
	From	_// Why did you move?	Tele	ephone:	
plead	ed guilty, or no contest to a crin	s □No; Been sued by Landlord? □Yes □No; ne? □Yes □No; If yes to any of these, please of	explain:		
1)					
	Job Title:	Take home pay (per mo	nth): S		☐ Full-time ☐ Part-tim
2)	Supervisor:		Tele	ephone:	_ ·
3)	Co-applicant's Employer:	Take home pay (per mo		_How Lon	g?
4)	Job Title: Previous Employer:	Take home pay (per mo	nth): \$	How Lon	☐ Full-time ☐ Part-tim g?
	Supervisor: Job Title:	Take home pay (per mo	nth): \$Tele	ephone:	☐ Full-time ☐ Part-time
		Source:			
Other	Income (per month): \$	Source:	Tele	ephone:	

1)				Checking Account #:		
2)				Savings Account #:		
3)	Bank:	Branch:	Type/	Account #:		
RE	FERENCES					
1)	Next of Kin:	Address		Telephone:		
2)	Name Emergency Contact:		Relationship	Telephone:		
3)	Personal Reference:	Address	Relationship			
	Name	Address	Relationship			
4)	Personal Reference:Name	Address	Relationship	Telephone:		
PE	RSONAL PROPERTY		e i di kara di			
1)	Automobile: Make	Model				
2)	Automobile: Make		Year	_ License #		
3)	Other Vehicles/Boats	Model	Year	_ License #	State	
PET Type:	Size	Weight	PET # 2 Type:	Size	Weight	
	et ever injured anyone or damaged a		Has Pet ever injured any			
	LICANT'S COMMENTS &  MBERS OF HOUSEHOLD					
ME						
ME For p	MBERS OF HOUSEHOLD urposes of identification only, plea	se list names and either a	ges or dates of birth of			
ME For p	MBERS OF HOUSEHOLD  urposes of identification only, please  PLICANT SCREENING CH  wner/Agent may obtain a tenant scree  Credit history including credit state Public records, including but not Information verification;  Current obligations and credit rations	ARGE DISCLOSUR rening or credit report which inding: limited to judgments, liens	ges or dates of birth of  E(S)  th generally consists of:	other persons to o	occupy unit:	
ME For p  API  (a) b c) d e)  (2) (O)	MBERS OF HOUSEHOLD urposes of identification only, please PLICANT SCREENING CH wner/Agent may obtain a tenant sere Credit history including credit state Public records, including but not Information verification; Current obligations and credit rations	ARGE DISCLOSUR rening or credit report whice nding: limited to judgments, liens ings; and	E(S)  ch generally consists of evertions and status of containing the status of the the	other persons to o	tible unless the Owne	
API  I) O a) b c) d e)  A I undecredit inform standii	MBERS OF HOUSEHOLD urposes of identification only, please  PLICANT SCREENING CH wner/Agent may obtain a tenant serse Credit history including credit state Public records, including but not Information verification; Current obligations and credit rate Criminal records. wner/Agent is requiring payment of	ARGE DISCLOSUR reming or credit report which inding: limited to judgments, liens ings; and an Applicant Screening Copplication valid for up to the accuracy of any inform incomplete application in reby authorize you to make lit checks). If Owner/Agen	ch generally consists of the c	other persons to of which is refundate eceipt by Owner/A Cowner/Agent by a trin demail of tenare ecessary to evaluate	ible unless the Ownorgent.  a screening service ney. I certify the above my tenancy and cree	