



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

APPLICATION SCREENING GUIDELINES

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.



Equal Housing Opportunity

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____/____/____
 Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____
 # of Units Available: _____ Applicant #: _____ Date: ____/____/____ Time: _____ a.m. p.m.
 Examined picture identification? Yes No Type of identification? _____

PERSONAL INFORMATION

Applicant Name: _____ Telephone: _____ - _____
First Middle Last

Email Address: _____ Cellular Number: _____ - _____

S.S. #: _____ Birth Date: ____/____/____ Driver's License, State and #: _____

Co-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: _____ - _____

4) **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, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

1) Applicant's 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

3) Co-applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) 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: _____ - _____

