



OREGON  
**RENTAL APPLICATION**  
TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT  
TO AVAILABILITY



PROPERTY NAME / NUMBER Washington Plaza

UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ SCREENING CHARGE \$ \_\_\_\_\_

OWNER / AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

SMOKING POLICY:  SMOKING ALLOWED - ENTIRE PREMISES  SMOKING PROHIBITED - ENTIRE PREMISES  
 SMOKING ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

**APPLICANT FULL LEGAL NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ DRIVER'S LICENSE # / STATE \_\_\_\_\_

APPLICANT PHONE (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_

PRESENT STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_

**CURRENT LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT FORMER STREET ADDRESS** \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

**FORMER LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS** \_\_\_\_\_

**PRESENT EMPLOYER** \_\_\_\_\_ **PHONE** (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? (DATE HIRED) \_\_\_\_\_

GROSS PAY \$ \_\_\_\_\_ OTHER INCOME \$ \_\_\_\_\_ SOURCE \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ **PHONE** (\_\_\_\_\_) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_

**THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.**

RENT  
INITIAL

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

UNIT RENT \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

DEPOSITS

SECURITY DEP. MINIMUM \$ \_\_\_\_\_

SECURITY DEP. MAXIMUM \$ \_\_\_\_\_  
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

FEES

LATE RENT PAYMENT FEE \$ \_\_\_\_\_

LEASE BREAK FEE  
(NOT TO EXCEED 1½ X RENT)  
(1½ X MONTHLY STATED RENT IF BLANK) \$ \_\_\_\_\_

DISHONORED CHECK FEE OF \$25 + BANK CHARGES

SMOKE ALARM/CARBON MONOXIDE  
ALARM TAMPERING FEE \$ \_\_\_\_\_

NON-COMPLIANCE FEE\* \$ \_\_\_\_\_

- LATE PAYMENT OF UTILITY
- FAILURE TO CLEAN PET WASTE
- FAILURE TO CLEAN GARBAGE/RUBBISH
- PARKING VIOLATIONS OR IMPROPER USE OF VEHICLES

**\*NOT TO EXCEED \$50 PER NON-COMPLIANCE**

APPLICANT'S INITIALS \_\_\_\_\_

REFERENCES

BANK \_\_\_\_\_ BANK \_\_\_\_\_

HAVE YOU ESTABLISHED RETAIL CREDIT?  YES  NO

RELATIVE / PARENT \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED?  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?**  YES  NO IF YES, WHO \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_

WHAT \_\_\_\_\_

OTHER OCCUPANTS

NAME	DATE OF BIRTH	VEHICLES	MAKE	MODEL	STATE	LICENSE PLATE #
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

OTHER

**ANIMALS** (SUBJECT TO APPROVAL BY MANAGEMENT) NUMBER & TYPE: \_\_\_\_\_

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT \_\_\_\_\_

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

APPROVAL

Why are you vacating your present place of residence? \_\_\_\_\_

Have you given legal notice where you now live?  YES  NO How did you hear about our property? \_\_\_\_\_

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 \_\_\_\_\_

If the application is approved, applicant will have \_\_\_\_\_ hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

**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.

*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 giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.*

APPLICANT  \_\_\_\_\_ DATE \_\_\_\_\_  PICTURE I.D. VERIFIED BY \_\_\_\_\_  
(INITIALS)

OWNER/AGENT  \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_

OWNER/AGENT NOTES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## COURTYARD PROPERTIES CRITERIA FOR RESIDENCY

### Resident Screening and Selection Process

Thank you for your interest in living at one of our apartment communities. This document defines the process we use to select residents. Courtyard Properties is an Equal Opportunity Housing provider.

#### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a habitable space within the premises, with at least one window and a closet for clothing, used primarily for sleeping.
2. Two persons are allowed, per bedroom, plus one additional occupant.

#### APPLICATION PROCESS - Steps to become a resident

1. Select your apartment and complete an application for residency. We require a separate application for each adult.
2. Pay the nonrefundable screening fee of \$40.00 per application. If the application is approved and you decide not to rent, or the application is denied, you will forfeit the screening fee.
3. The application verification process may take at least two business days. Please provide proof of income (current pay stub or tax return) with your application to expedite the process.
4. Once the application(s) is approved, all applicants are required to sign the rental agreement and pay the required security deposit and any additional deposits.
5. The amount of the security deposit is based on the screening results and is one of the following: one-half month's rent, one month's rent, or two months' rent. Security deposits are based on the scheduled rent prior to deducting any discounts or specials.
6. **Please read the rental agreement before you sign**, and contact our site manager if you need assistance in completing the application.

#### GENERAL REQUIREMENTS (Each adult is required to qualify individually)

1. Photo identification for each adult applicant. Photocopy will be kept on file.
2. A complete and accurate application that lists your current and at least one previous, rental reference, with phone numbers. Incomplete applications will not be accepted.
3. Applicants must be eighteen(18) years of age or older or, if under the age of eighteen (18), the applicant must be married, emancipated, or (a and/or b):
  - a. Pregnant with a child who will live in the primary applicant's physical custody;
  - b. The parent of a child or children living in the physical custody of the applicant.

#### INCOME REQUIREMENTS (Applications are denied if income cannot be verified)

1. Monthly household income at least three (3) times the scheduled monthly rent. A security deposit equal to a full month's rent and a qualified co-signer with a verifiable income of at least five (5) times the scheduled monthly rent, is required when an applicant's monthly income is not three (3) times the scheduled monthly rent.
2. Some form of verifiable income for each applicant. Verifiable income may include, but is not limited to, a current paycheck stub; bank accounts; alimony / child support; trust accounts; Social Security, unemployment, welfare and/or retirement benefits; or student grants / loans. Unemployed applicants with no verifiable source of income may show proof of having at least six months' of living expenses on hand and may be required to pay a security deposit of twice the monthly scheduled rent.
3. Self-employed applicants are required to provide copies of the previous year's federal income tax returns.

#### RENTAL REQUIREMENTS

1. Four years' of eviction-free rental history, including one year of **verifiable** rental history from a current landlord. References for occupancies ending twelve (12) months prior to the date of application are not considered current. Rental history that demonstrates residency, but does not include a landlord reference, requires a security deposit equal to a full month's rent.
2. A co-signer is required when rental history cannot be verified by a current landlord but can be verified by parents, student housing or military housing.
3. Home ownership is verified through the county tax assessor's office. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Applicants with a history of three 72- hour (or 144-hour) notices within a period of one year are required to pay a security deposit equal to a full month's rent. Applications from applicants who have received four or more 72-hour (or 144-hour) notice) within a period of one year will be denied.
5. Applications from applicants with a past-due balance for rent, fees and/or damage will be denied, excepting: an application will be accepted if the applicant can verify that the past-due amount(s) has been paid, no additional negative information has been documented and applicant agrees to pay a security deposit equal to a full month's rent.
6. Applications are denied when there is a confirmed history of noise or disturbance complaints, and/or the former landlord will not re-rent to the applicant.

**CREDIT REQUIREMENTS – Credit reports are obtained for all applicants**

1. A security deposit equal to a full month's rent is required when there is outstanding bad debt exceeding \$100.00 (slow pay, collections, bankruptcies, repossessions, liens, judgments and wage garnishments not medically related).
2. Six or more unpaid collections, not medically related, and bankruptcies filed within one year from the date of the application, will result in denial of an application.
3. Delinquent or past due mortgage payments without other bad debt (as defined in Nos. 1 and 2, above) require a security deposit equal to two full months' rent.

**CRIMINAL CONVICTION CRITERIA**

Upon receipt of an application and screening fee, Courtyard Properties conducts a search of public records to determine whether the applicant has been convicted of, pled guilty to, or no-contest to, any crime. Applicants will be denied based on the following criteria:

- a) A conviction, guilty plea or no-contest plea **ever** for: any felony involving serious injury, kidnapping, death, arson and/or rape; sex crimes and/or child sex crimes; extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell); Class A/Felony burglary or Class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea where the date of disposition, release or parole has occurred within the last seven years for any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years for any misdemeanor or gross misdemeanor involving assault, intimidation, sex-related, drug-related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last three years for any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty or prostitution.

Pending charges or outstanding warrants for any of the above (a, b, c, d) will result in the suspension of the application process until the charges are resolved. If charges are dismissed within sixty (60) days of the application date, and if a suitable apartment is still available, processing of the application will be completed. Apartments are not held awaiting resolution of pending charges.

**DISABLED ACCESSIBILITY**

Courtyard Properties allows existing premises to be modified at the full and complete expense of the disabled resident if the resident agrees, in writing, to restore the premises, at his/her own expense, to the original condition. Resident is required to provide:

- a) A written request to perform the modifications;
- b) Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
- c) Reasonable details (in writing) regarding the extent of the work to be done.
- d) Names of qualified contractors that will be used to make the modifications.
- e) Appropriate building permits and required licenses for review by the landlord.

**DENIED APPLICATION POLICY**

You have the right to dispute the accuracy of any information a screening service or credit reporting agency provides to Courtyard Properties. If your application is denied due to information received during the screening process you have a right to contact the screening company that supplied the information. Advanced Reporting is the screening company that will process your application. Advanced Reporting's name and the reference number for your file will be printed on the acceptance or denial letter.

Advanced Reporting  
P.O. Box 12398  
Salem, OR 97309  
1-888-375-0451

Please Note:

- Incomplete, inaccurate or falsified information is grounds for denial of applications.
- Applications from any person who uses illicit drugs, is addicted to a controlled substance, or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be denied.
- Applications from any individual whose residency may constitute a direct threat to the health or safety of any individual, or whose tenancy may result in physical damage to the property of others, will be denied.
- Applications and background screenings are valid for 60 days from the date of submission. An updated application/background screening will need to be obtained (with costs paid by the applicant) if an applicant fails to execute a rental agreement within the 60-day period.
- The Criteria for Residency are applicable throughout the duration of residency. Courtyard Properties reserves the right to update its records at any time to confirm continued eligibility for residency.

If your application has been denied and you feel you qualify as a resident under the criteria described above, please write to:

Equal Housing Opportunity Manager  
2455 NW Marshall Street, Suite 1  
Portland, OR 97210

Please request a review of your file and list the reason(s) you believe your application should be re-evaluated. Your application will be reviewed within seven business days from the date your letter is received, and you will be notified of the decision.