



855 NE 25th Avenue
Hillsboro, Oregon 97124
503.844.7480 Office
503.844.9802 Fax

Residential Rental Application

FOR OFFICE USE ONLY: Date Received: _____ Agent: _____
Property Address: _____ Unit # _____ Rent \$ _____

PLEASE READ CAREFULLY PRIOR TO SUBMITTING APPLICATION

Application Criteria:

1. Qualifying is based on income, credit history, rental history, and criminal background check.
2. Applicant must have a valid social security card number.
3. Applicant must earn a minimum of three times the stated monthly rent.
4. Any eviction, foreclosure, and/or bankruptcy history in the past seven years, will be automatically denied.
5. Credit history reflecting ANY outstanding balance(s) to a utility company(ies) (water/sewer, electricity, gas, cable, or phone) will be denied.
6. A minimum of 2 years Excellent Rental History
7. Rental references with three or more late payments, NSF's, or 72 hour notices within ANY 12 month period will be denied.
8. Rental history reflecting ANY past due and unpaid charges will be denied.
9. Rental history reflecting unauthorized occupants/pets or complaints due to noise or filth/clutter will be denied
10. A conviction, guilty plea or no-contest plea for ANY felony or gross misdemeanor (involving serious injury, assault, intimidation, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug related offenses (sale, manufacture, delivery or possession with intent to sell) burglary/robbery, forgery or weapons) charges will be denied.
11. The application process takes 24 to 48 business hours.
12. Any false information given will result in an automatic denial.

APPLICATIONS ARE ONLY COMPLETE/ACCEPTED IF YOU MEET THE FOLLOWING

Application Requirements:

1. All persons 18 years of age and older that will be living in the home are required to apply and be screened. **NO EXCEPTIONS.**
2. All applications must be filled out completely and signed by each applicant.
3. There is a \$55 application fee for each applicant. The application fee is required for processing and is **NON-REFUNDABLE.** Once you have submitted your application and fee, you accept this.
4. Photo I.D. (drivers license, military id, or passport) is required at the time an application is submitted, A copy will be kept in your file.
5. Reliable documentation and telephone numbers for all rental history must be provided.
6. We require the last two pay stubs and or offer letter as employment verification at the time an application is submitted. If you are self employed you will be required to submit a copy of last years tax returns and or bank statements as verification.
7. All intended residents must be listed on application.
8. All pets must be listed on application.

ONCE YOUR APPLICATION HAS BEEN APPROVED

Policy and Procedure

1. Upon approval 50% of the total deposits must be paid in full with certified funds (cashier's check or money order) within 48 hours of approval. If we do not receive funds in full within 48 hours, the application will be cancelled and we will move on to the next applicant.
2. If the applicant is approved and defaults on renting the property and signing a rental/lease agreement, the applicant will forfeit the security deposit paid.
3. The signing of the lease/rental agreement and financial possession of the home is required within a maximum of two (2) weeks from the approval date.
4. Pets are allowed in some of our homes. Pets must be approved as well as meet all breed restrictions. If a pet is allowed, there will be a pet deposit in addition to the standard security deposit, this deposit must also be paid in advance in certified funds (cashier's check or money order) prior to receiving keys. We do not allow pets under one year of age.

PRIOR TO RECEIVING KEYS FOR THE PROPERTY YOU MUST DO THE FOLLOWING

No Exceptions to the Policy

1. All signers on the Rental/Lease Agreement must come into the office (By appointment Only) to sign all documents with an Agent.
2. Total Move In Costs (First Months Rent, Second Month Prorate, All Deposits) must be paid in the form of certified funds (cashier's check or money order ONLY)
3. Proof of Rental Insurance Paid in Full for the year must be presented at the time of the Rental/Lease Agreement signing
4. Copies of Photo ID required at the time of Rental/Lease Agreement signing

PERSONAL INFORMATION

Applicant's Full Name _____
Date of Birth _____ Social Security No _____
Driver's License No & State _____ Email Address _____
Telephone _____ Work/Cell Telephone _____

Full Name of All Other Residents	Relationship to You	Date of Birth

RESIDENCE HISTORY

PRESENT ADDRESS: _____
City _____ State _____ Zip Code _____
At Present Address/Date From: _____ To: _____ Do you rent or own? Own Rent
Landlord or Mortgage Co.: _____ Telephone: _____
Have you given proper notice? Yes No Were you asked to Leave? Yes No
Reason for Moving: _____ Monthly Payment: \$ _____

PREVIOUS ADDRESS: _____
City _____ State _____ Zip Code _____
At Present Address/Date From: _____ To: _____ Do you rent or own? Own Rent
Landlord or Mortgage Co.: _____ Telephone: _____
Have you given proper notice? Yes No Were you asked to Leave? Yes No
Reason for Moving: _____ Monthly Payment: \$ _____

EMPLOYMENT INFORMATION

PRESENT STATUS: Employed Full Time Part Time Not Employed Retired Student

PRESENT EMPLOYER: (or Most Recent) _____
Employer's Address: _____
Telephone: _____ Dates Employed/From: _____ To: _____
Position Held _____ Department _____
Supervisor: _____ Gross Monthly Income \$ _____

PRESENT EMPLOYER: (2nd Job) _____
Employer's Address: _____
Telephone: _____ Dates Employed/From: _____ To: _____
Position Held _____ Department _____
Supervisor: _____ Gross Monthly Income \$ _____

PREVIOUS EMPLOYER: _____
Previous Employer's Address: _____ Supervisor: _____
Telephone: _____ Dates Employed/From: _____ To: _____

IF STUDENT, LIST SCHOOL: _____ School Telephone: _____
Present Grade Level _____ Expected Date of Graduation _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ Telephone _____
Checking Account No _____ Savings Account No _____
CREDIT REFERENCE _____ Telephone _____
Address _____ Account No _____
CREDIT REFERENCE _____ Telephone _____
Address _____ Account No _____
CREDIT REFERENCE _____ Telephone _____
Address _____ Account No _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____
Make/Model _____ Year _____ Color _____ Tag No/State _____
Make/Model _____ Year _____ Color _____ Tag No/State _____
Make/Model _____ Year _____ Color _____ Tag No/State _____
Other Car, Motorcycle/Boat/RV, etc. _____

HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? _____
Pet _____ Breed _____ Age _____ Weight _____
Pet _____ Breed _____ Age _____ Weight _____
Pet _____ Breed _____ Age _____ Weight _____

HAVE YOU EVER: Been sued for non-payment of rent? Yes No
Been evicted or asked to vacate? Yes No Broken a Rental/Lease Agreement? Yes No
Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No
Comments/Explanation: _____

HAVE YOU EVER: Been convicted of a felony charge? Yes No If Yes, what for? _____

ARE YOU ON SECTION 8? Yes No If Yes, please answer the following:
Are you a current voucher holder? Yes No
What county is your voucher in? Washington County Other _____
If your current voucher is from a county outside of Washington County, have you submitted your transfer paperwork yet? Yes No
What is the name of your case worker? _____

YOU MUST SUBMIT YOUR VOUCHER PACKET AT THE TIME OF APPLICATION SUBMISSION TO BE CONSIDERED A COMPLETED APPLICATION!

IN CASE OF EMERGENCY, NOTIFY

Relationship _____ Address _____
Home Phone _____ Work/Cell Phone _____

APPROVAL

I certify that the above information is correct and complete and hereby authorize Residential Rental Group, LLC. to do a credit check and make any inquiries necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent has charged a non-refundable screening fee. Landlord 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, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. If the application is approved, applicant will have 48 hours from the time of notification to either execute a rental/lease agreement and make all deposits required thereunder or make a deposit to hold the unit (50% of entire security deposit) if applicant fails to occupy the unit within the two (2) weeks time, deposit is forfeited. If applicant fails to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.

APPLICANT SIGNATURE _____ **DATE** _____

APPLICANT: DO NOT WRITE BELOW – THIS PAGE IS FOR MANAGEMENT USE ONLY

Date Application Received _____ Received By _____

RECORD OF DEPOSITS/ADVANCE PAYMENTS: (application, holding, move in fees)

REFERENCE VERIFICATION:

Reference	Remarks	Outstanding Balances
<input type="checkbox"/> Present Landlord		\$ _____
<input type="checkbox"/> Previous Landlord		\$ _____
<input type="checkbox"/> Credit Screening		
Name _____	Score _____	\$ _____ <input type="checkbox"/> Paid
Name _____	Score _____	\$ _____ <input type="checkbox"/> Paid
Name _____	Score _____	\$ _____ <input type="checkbox"/> Paid
Name _____	Score _____	\$ _____ <input type="checkbox"/> Paid

DISPOSITION OF APPLICATION:

Approved Denied By _____ Date _____

IF NOT APPROVED, INDICATE REASON(S): Unfavorable Credit Report Unfavorable Employment Reference

Unfavorable Rental History Size or Number of Pets Falsified Information on Application Criminal History

Other (Specify): _____

Applicant Notified By (Name) _____ Date Notified _____

Notified Via: Telephone Letter (Attach Copy) In Person Fax Email

Name of Person Notified _____

Notes: _____

MOVE IN INFORMATION:

Lease Term <input type="checkbox"/> 6m <input type="checkbox"/> 12m <input type="checkbox"/> m/m <input type="checkbox"/> Other _____	Utilities Faxed: <input type="checkbox"/> Electric <input type="checkbox"/> Garbage <input type="checkbox"/> Gas <input type="checkbox"/> Water/Sewer	Financial Checklist <input type="checkbox"/> Rent \$ <input type="checkbox"/> Prorated Rent \$ <input type="checkbox"/> Security Deposit \$ <input type="checkbox"/> Cleaning Deposit \$ <input type="checkbox"/> Pet Deposit(s) \$ <input type="checkbox"/> Additional Deposit \$ <input type="checkbox"/> Holding Fee \$ <input type="checkbox"/> Total Move In \$
LOA Sent Date	<input type="checkbox"/> Email <input type="checkbox"/> In Person	
Denial Sent Date	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person	
LOA Signed/ Received Date		
Holding Fee Paid Date	\$ _____	
Balance Paid Date	\$ _____	
Lease Sign Date		
Insurance Received Date		
Release Keys Date		