

**RESIDENTIAL  
RENTAL  
GROUP LLC**

855 NE 25<sup>th</sup> 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 \$60 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 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: (2<sup>nd</sup> 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:**

<b>Lease Term</b> <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	<b>Financial Checklist</b> <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		