

RESIDENTIAL
RENTAL
GROUP LLC

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

Residential Rental Application PORTLAND PROPERTIES

FOR OFFICE USE ONLY:

Date Received: _____ Agent: _____

Property Address: _____ Unit # _____ Rent \$ _____

PLEASE READ CAREFULLY PRIOR TO SUBMITTING APPLICATION

Application Criteria:

1. Occupancy is based on number of bedrooms in a home. The general rule is two persons per bedroom.
2. Verification of Name, Date of Birth, and Photo ID. (SSN Card, Drivers License, Valid Permanent Resident Card, Immigrant Card, Individual Taxpayer Identification Number (ITIN), Non-Immigrant Visa, Any government-issued ID regardless of expiration date, Any non-government ID or combination of ID's that would permit reasonable verification of identity).
3. Monthly income must meet or exceed TWO times the monthly rent. TWELVE months of verifiable employment will be required. Applicants using self-employment income will need to submit TWELVE months of bank statements and or the previous year tax returns.
4. Twelve months verifiable, contractual and in good standing rental history from a current or previous unrelated third party landlord, or home ownership. Less than twelve months of verifiable rental history will require a security deposit of one and a half month's rent and/or qualified Co-Signer. Three or more notices for non-payment within a twelve month period will result in denial. Three or more returned/dishonored checks within a twelve month period will result in denial. Rental reference including three or more noise and or any other material non-compliance within the past TWO years will result in denial.
5. Applicant with Eviction filing and/or Felony conviction in the past Five years will be denied. Applicant with conviction of any crime that requires a lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will be denied.
6. Credit score of 500 or above. Applicant with Ten or more unpaid collections (medical excluded) will be denied.
7. The application process takes 3 to 5 business days.
8. Any false information given will result in an automatic denial.

APPLICATIONS ARE ONLY COMPLETE/ACCEPTED IF YOU MEET THE FOLLOWING

Application Requirements:

1. All applications must be filled out completely, and include proof of income (if applicable) and signed by each applicant.
2. There is a \$25 application fee for each applicant 18 years and over. The application fee is required for processing and is **NON-REFUNDABLE**. Once you have submitted your application and fee, you accept this. **We do not recommend that you complete an application prior to seeing the property in person.**
3. All intended residents must be listed on application.
4. 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 fourteen (14) days from the application approval date.
4. Pets, IF allowed, 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 any pets under one year of age. **If you have a Service or Companion Animal, proof of certification must be provided.**

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 OR sign all papers remotely via DocuSign.
2. Total Move In Costs (First Month's Rent, Second Month Prorate (if applicable), All Deposits) must be paid in the form of certified funds (cashier's check or money order ONLY - NO cash, NO personal checks)
3. Proof of Rental Insurance must presented at the time of the Rental/Lease Agreement signing unless you meet the guidelines of exception.

PERSONAL INFORMATION

Applicant's Full Name _____ Social Security No _____

Date of Birth _____ Type of I.D. and # _____

Email _____

Cell Phone _____ Work Telephone _____

Property Address _____ Desired Move in Date _____

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

RESIDENCE HISTORY

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

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

EMPLOYMENT INFORMATION

PRESENT STATUS: Employed Full Time Part Time Not Employed Retired Student
 Non-Applicant Tenant – are not required to show financial criteria

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 \$ _____

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 _____

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? _____
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: _____

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 Multnomah 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 OR DEATH, NOTIFY

Relationship _____ Address _____
Phone _____ Email _____

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. I understand that I am welcome to provide supplemental evidence to mitigate potentially negative screening results. I have received and read the Owner/Agent's rental criteria.
If my application is approved, I understand that I 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 I fail to occupy the unit within the fourteen (14) days, deposit is forfeited. If I fails to timely take the steps required above, I will be deemed to have refused the unit and the next application for the unit will be processed.

APPLICANT SIGNATURE _____ DATE _____

Date Application Received _____ Received By _____



Portland Housing Bureau

Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

portlandoregon.gov/phb/rso

Rental Services Helpdesk Hours

MON, WED, FRI 9–11am and 1–4pm

Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [portland.gov/rso] or by contacting the Rental Services Office at (503) 823-1303 or rentalservices@portlandoregon.gov.

Residential Rental Unit Registration

- Portland City Code 7.02.890

Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance



Mandatory Renter Relocation Assistance

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process
Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory
Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)



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Right to Request a Modification or Accommodation Notice Required Under Portland City Code Title 30.01.086.C.3.B

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act**, make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

Some examples of reasonable accommodations include:

- Assigning an accessible parking space
- Transferring a tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building. More information about assistance animals is available here:

https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

Some examples of reasonable modification include:

- Adding a grab bar to a tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

Under fair housing laws, a person with a disability is someone:

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.



Reasonable Accommodations

A reasonable accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a reasonable accommodation.

All housing or programs are required to make reasonable accommodations. Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a reasonable accommodation.

Reasonable Modifications

A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide and pay for structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the reasonable modification will need to cover the costs of the modification.

Verification of Disability

In response to an accommodation or modification request and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, they can ask an applicant/tenant to provide documentation from a qualified third party (professional), that the applicant or tenant has a disability that results in one or more functional limitation. If the disability-related need for the requested accommodation or modification is not known or obvious, the housing provider can request documentation stating that the requested accommodation or modification is necessary because of the disability, and that it will allow the applicant/tenant access to the unit and any amenities or services included with the rental equally to other tenants.

A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and tenants with disabilities, as well as applicants and tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other tenants because of their disability.

Under fair housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If wrongfully denied an accommodation or modification contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination.

Call HUD toll-free at 1-800-669-9777 or TTY 1-800-927-9275 or visit
https://www.hud.gov/program_offices/fair_housing_equal_opp/complaint-process

HUD will investigate at no cost to the complainant.

For more information about reasonable accommodations and modifications visit
www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications

Call the Fair Housing Council of Oregon at (503) 223-8197 ext. 2 or
<http://fhco.org/index.php/report-discrimination>.



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.