



\$40 app fee per adult

430 NE Knott Street - Portland, OR 97212 Phone(503) 280-8786 Fax(503) 281-1260

APPLICATION TO RENT

PLEASE COMPLETE

Property Address: _____

Monthly Rent: \$_____ Security Deposit: \$_____ Cleaning Deposit: \$_____

Requested lease length _____ Requested Move-In Date: ____/____/____

PERSONAL INFORMATION

Full Name: _____ Telephone: (____) ____ - _____
First Middle Last

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

Current Address: _____ City: _____ State: _____ Zip: _____
Since: ____/____/____ Why are you moving? _____

Current Landlord: _____ Rent Amount: \$_____ Telephone: (____) ____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
From: ____/____ To: ____/____ Why did you move? _____

Previous Landlord: _____ Rent Amount: \$_____ Telephone: (____) ____ - _____

Have you ever: Been evicted? __Y__N; Been sued by a landlord? __Y__N; Filed Bankruptcy __Y__N; Been convicted, pleaded guilty, or no contest to a crime? __Y__N; If Yes to any of these, please explain: _____

EMPLOYMENT/INCOME

Main Employer/Income: _____ How long? _____
Payroll/HR Department: _____ Telephone: (____) ____ - _____
Job Title: _____ Take home pay (per month): \$_____ Full-time __ Part-time__

Additional Employer/Income: _____ How long? _____
Payroll/HR Department: _____ Telephone: (____) ____ - _____
Job Title: _____ Take home pay (per month): \$_____ Full-time __ Part-time__

ADDITIONAL INFORMATION

Pet #1 (Type, age, weight): _____ Pet #2 (Type, age, weight): _____
Has Pet ever injured anyone or damaged anything? __Y__N Has Pet ever injured anyone or damaged anything? __Y__N

Do you own any of the following: Piano/Organ? __Y__N Water-filled furniture? __Y__N Fish Tank or Aquarium? __Y__N

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other person(s) to occupy unit:

→ SEE NEXT PAGE FOR DISCLOSURE(S) AND REQUIRED SIGNATURES →

HOW DID YOU HEAR ABOUT US?

Saw sign at property

RMSpdx.com

The Oregonian

Referred by friend

Craigslist.org

Oregonlive.com

Other, please explain: _____

Have You Viewed the Inside of the Property?

Yes – Date of Viewing _____

No, I am applying for this property without the benefit of a viewing.

APPLICANT’S SCREENING CHARGE DISCLOSURE(S)

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) credit history including credit standing;
 - b) public records, including but not limited to judgements, liens, evictions, and status of collection accounts;
 - c) information verification;
 - d) criminal records;
 - e) current obligations and credit rulings;
 - f) employment & income verification.

- 2) Owner/Agent is requiring a payment of an Applicant Screening Charge, \$40.00, none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of, and reading, Owner/Agent’s Screening Guidelines.

Applicant

Date



APPLICANT SCREENING and PET POLICY

Application Process

- ❖ We offer applications to everyone who wants to apply. **This may result in multiple applications being processed concurrently, creating a competitive situation among applicants.**
- ❖ We begin processing applications in the order in which they are received and paid for.
- ❖ We will decide (approve/deny) on an application package once we have been able to verify all information.
- ❖ If we are unable to verify information on an application, the application may be denied.

Complete Application

- ❖ Each adult over 18 yrs. old must submit a signed application with a fee of \$40.00.
- ❖ We will not process applications without the paid screening fee.
- ❖ We will begin processing an application within one business day of submittal.

Credit/Criminal/Public Records Check

- ❖ A credit/criminal/public records check will be performed on all applications.
- ❖ Applications may be rejected for unfavorable or lack of credit history.

General Screening Guidelines – RMS manages properties for several different owners. The following criteria are provided as a guideline for most of our properties. An individual property may have stricter or more flexible requirements. Feel free to contact Leslie with any questions.

- ❖ Credit Score of 600 or above
- ❖ Household income of 3x the monthly rent
- ❖ 2 years of positive rental history
- ❖ No criminal or eviction history

If your application is accepted you will have 24hours to bring in non-refundable reservation funds equal to the First Month's Rent for the property.

At the time the reservation money is collected and funds are deposited into our account, the rental unit will be taken off the market. **This will NOT be refunded to you if you change your mind or do not move in.** This deposit will hold the property for **14 days**, at which time rent becomes due.

Pet Deposits

- ❖ If a property allows pets & your pet(s) are approved, the required deposit is \$500 **per animal** and is refundable upon move-out.
- ❖ All pets must be 12months or older and be owned by you prior to renting from RMS. No puppies, kittens, or pets that are new to you will be allowed.

Please be aware – No smoking allowed in any of our properties!!