



EMERALD PROPERTY MANAGEMENT, INC.
 Telephone: (541) 741-4676 24-Hour Fax: (541) 744-2849
 525 Harlow Road, Springfield, Oregon 97477



Rental Application - Special!!! Application is FREE; however, a \$25 per applicant screening charge (including co-signer applications) will be assessed to approved applicants upon signing of rental contract. Two pieces of identification (including one picture ID) are required at the time of application completion.

How did you learn about Emerald Property Management (circle all that apply)?

- The Register Guard Springfield News Yellow pages On-site "for rent" sign On-site "managed by" sign
 Friend/neighbor/relative Oregon Daily Emerald Radio TV Other _____

What property or properties are you applying for? _____

Applicant Name: _____ Alias/Alternate/Maiden name? _____
 First Middle Last

Birth Date ____/____/____ Social Security Number ____ - ____ - ____ Driver's Li. # ____/____/____
 Note: State ID or Military ID numbers may be substituted for drivers license number. State

Contact number: _____ **Contact Email:** _____

Rental History

Current Address _____ City _____ State _____ Zip _____

Rent/Mortgage Paid \$ _____/monthly How Long? _____ From (month/year) _____ To (month/year) _____

Landlord/Manager and/or Company Name _____ Landlord/Manager/Company Phone(s) (____)

What word best describes your relationship with the manager/landlord (please check one)? Professional Friend Relative

Reason for moving _____

Previous Address _____ City _____ State _____ Zip _____

Rent/Mortgage Paid \$ _____/monthly How Long? _____ From (month/year) _____ To (month/year) _____

Landlord/Manager and/or Company Name _____ Landlord/Manager/Company Phone(s) (____)

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Landlord/Manager and/or Company Name _____ Landlord/Manager/Company Phone(s) (____)

What word best describes your relationship with the manager/landlord/company (please check one)? Professional Friend Relative

Reason for moving _____

****Please note that any additional addresses lived at in the past five years should be submitted on a separate sheet of paper including full address, length of tenancy, names and phone numbers of landlord or management company. By failing to turn in additional sheet, applicant states that all addresses listed above are accurate and are a complete list of all tenancies, occupancy, and/or ownership in the past five years.**

Employment Information

Present Employer _____ How Long(Y/M)? _____ Monthly Salary \$ _____

Address: _____ City _____ State _____ Job title: _____ Phone: _____

Previous Employer _____ How Long(Y/M)? _____ Monthly Salary \$ _____

Additional Income: Amount per month \$ _____ Source _____

Emergency Information (other than person living with you or co-applicant or co-signer)

In case of emergency please notify-- _____ Relationship: _____

Complete address: _____ Phone number: _____

Personal Reference (must be different than emergency contact person)

Name: _____ Phone number: _____ Relationship: _____

Vehicle Data TOTAL Number of Vehicles # _____

Make _____ Model _____ Year _____ Color _____ License # _____
State _____

Make _____ Model _____ Year _____ Color _____ License # _____
State _____

Proposed Occupants (Do not list self below. Do list all others including spouse and anyone over or under 18 years of age)

Name: _____ Birthday: _____ SSN# _____
Relationship: _____

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Relationship: _____

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Relationship: _____

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Relationship: _____

How many TOTAL people will there be living in the rental unit? # _____ How many TOTAL people are filling out applications for residency? # _____
Do you expect to have any guests within the unit for more than 14 consecutive days?# _____

When will you be ready to move in (please check up to 2)?
 immediately as soon as unit is ready 1 week 2 weeks more than 2 weeks Other: _____

When will you have the "move-in" money (note that this is usually approximately twice the monthly rent)?
 immediately as soon as unit is ready 1 week 2 weeks more than 2 weeks Other: _____

Do you have a pet? Yes No # of Dog(s) _____ Age(s)? _____ Weight(s)? _____ Other pet(s) _____
of Cat(s) _____ Age(s)? _____ Weight(s)? _____ Other pet(s) _____
Immunized? Yes No Licensed? Yes No Spade/Neutered? Yes No Inside Pet? Yes No Outside Pet? Yes No
Caused any past injury? Yes No Caused any past damage to property? Yes No Breed of pet(s): _____

Background Information

- 1. Have you ever been evicted for non-payment of rent? Yes No
- 2. Have you ever been evicted for any other reason? Yes No
- 3. Have you ever had a judgment filed against you?
for non-payment of rent or for damages to a rental unit? Yes No
- 4. Have you ever been arrested and/or convicted for rape, arson,
physical abuse, prostitution, or illegal use and/or sale of illegal drugs? Yes No
- 5. Have you ever been convicted of a felony? Yes No
- 6. Are you a Section 8 applicant? Yes No
- 7. Do you plan on using the rental unit as a child-care
facility and/or plan to do any extensive baby sitting? Yes No
- 8. Have you ever sued a landlord for any reason? Yes No
- 9. Have you lived in the state of Oregon for at least the past six months? Yes No
- 10. Have you ever received a 30-day notice from a landlord/manager? Yes No

11. Do you smoke? Yes No
12. Do you have a waterbed? Yes No

Background questions continue on next page

Background Information (continued)

13. Did you give your current landlord/manager a 30-day notice? Yes No N/A
14. Have you ever filed for bankruptcy? Yes No
15. Have you ever received a violation notice for noise, traffic, or garbage from a manager? Yes No
16. Are you a full-time student at a local college, trade school, or university? Yes No
17. Do you have a co-signer? Yes No

Applicant certifies that the above information is true and correct and authorizes Emerald Property Management, Inc. to verify any and all information necessary (including criminal and credit checks) to evaluate the application for tenancy and credit standing. Applicant understands that inaccurate, incomplete, or false information is grounds for denial of the application and could also result in termination of tenancy.

Applicant Signature _____ **Date** _____

Revision 4-09 – EPM

Tenant Screening and Selection Process. Criteria for Residency.

Applicant is urged to review the screening criteria to determine if requirements can be met.

If any applicant needs assistance, known as “reasonable accommodation” in the application process, please advise the owner/agent

Each applicant over 18 (and those who may qualify as tenants as per ORS 109.510 and ORS 109.697) shall submit a completed application. Acceptance or denial of the application may take up to 5 business days. Upon acceptance, applicants may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits within 3 business days.

1. Applicant’s gross income may be **three** times the rent amount. Inconsistent work references or other inconsistent income which result in applicants gross income to be less than three times the rent amount, may result in the landlords right to deny application.
2. All current and previous landlord references will be verified. Information such as the following may result in the landlord’s right to deny the application:
 - a) previous indications of inability to pay rent, b) previous rental agreement violations, or c) conduct which disturbs the peaceful enjoyment of neighbors.
3. Failure to provide correct verifiable references may result in the landlord’s right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
4. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord’s right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
5. A credit check will be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to-income ratio of more than 30% may result in the landlord’s right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency, or c) charge an additional deposit of 100% of the stated rent
6. Any recorded or unrecorded FED (except as per ORS 90.390(3)), collections, late payment history, judgments, insufficient credit file or no credit file may result in the landlord’s right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency c) terminate the rental agreement if subsequent information regarding prior FED, collections, or judgments are determined detrimental by the landlord, or d) charge an additional deposit of 100% of the stated rent.
7. Verification of income may be made by: a) employment verification b) proof of self-employment may be made by verification of business license with city and commerce department. c) proof of non-employment income. Proof of income may be documented through prior years tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable. Stability of the source and amount of income during the past five years may be considered.
8. Demeanor, attitude, and behavior during application and interview process will be considered.
9. The maximum number of occupants per unit is as follows: 1 Bedroom-2 Persons, 2 Bedrooms-4 Persons, 3 Bedrooms-6 Persons, 4-Bedroom-8 persons, etc..
10. Arrests and/or convictions may be evaluated. Any individual whose occupancy may constitute a direct threat to the health and safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance will be denied.
11. Pets may or may not be permitted, dependent on the owner/agent. Parking shall be limited to two vehicles per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
12. Any information provided that is incomplete, inaccurate, or falsified may be grounds for denial of the application or subsequent termination of tenancy.
13. Emerald Property Management, Inc. adheres to the Fair Housing Act and Americans with Disabilities Act, and state/ local laws regarding discrimination and **does not** consider race, color, sex, marital status, source of income, familial status, religion, national origin, sexual orientation, disability, or age (except where the property meets the requirements of housing for older persons **or** those who are under the age of 18 and not emancipated, except as noted above).

★★ All applications are processed by a consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures, repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references, and criminal history. As per ORS 90.295 Section 11 (3), all applicants have the right to dispute the accuracy of any information provided by the credit reporting agency. The agency used by Emerald Property Management, Inc. is:

Trans Union Corporation 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022 1-800-888-4213 Application is property of Emerald Property Management, Inc.