



PROPERTY NAME / NUMBER Bayshore Apartments 12-261

UNIT NUMBER _____ ADDRESS _____

DATE UNIT WANTED _____ UNIT RENT \$ _____ SCREENING CHARGE \$ _____

OWNER / AGENT _____ PHONE _____

STREET ADDRESS _____

SMOKING POLICY: SMOKING ALLOWED - ENTIRE PREMISES SMOKING PROHIBITED - ENTIRE PREMISES
 SMOKING ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

APPLICANT FULL LEGAL NAME _____ **EMAIL** _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ SOC. SECURITY # _____ APPLICANT PHONE (_____) _____

GOVERNMENT ISSUED PHOTO I.D. TYPE _____ # _____ / STATE _____ EXP. DATE _____

CURRENT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE YOU MOVED IN _____

CURRENT LANDLORD NAME _____ **LANDLORD PHONE** (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ FROM _____ TO _____

FORMER LANDLORD NAME _____ **LANDLORD PHONE** (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS _____

CURRENT EMPLOYER _____ **PHONE** (_____) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? (DATE HIRED) _____

GROSS MONTHLY INCOME \$ _____

OTHER MONTHLY INCOME: SOURCE _____ \$ _____ / **SOURCE** _____ \$ _____

ARE YOU SELF-EMPLOYED? YES NO

PREVIOUS **ADDITIONAL EMPLOYER** _____ **PHONE** (_____) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? _____

IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME \$ _____

THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

RENT

MAXIMUM POTENTIAL RENT \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

DEPOSITS

SECURITY DEP. MINIMUM \$ _____

SECURITY DEP. MAXIMUM \$ _____
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

INSURANCE

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

MINIMUM INSURANCE AMOUNT:

\$ _____ (\$100,000 IF LEFT BLANK)

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS

NAME	DATE OF BIRTH	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

VEHICLES

OTHER

ANIMALS (SUBJECT TO APPROVAL BY MANAGEMENT): How many animals will be residing in this unit? _____

TYPE _____ BREED _____ AGE _____ WEIGHT _____

TYPE _____ BREED _____ AGE _____ WEIGHT _____

DO YOU INTEND TO USE: WATERBED AQUARIUM MUSICAL INSTRUMENT _____

DO YOU HAVE RENTER'S INSURANCE? YES NO

BANK(S) _____

EMERGENCY CONTACT _____ PHONE (_____) _____

ADDRESS _____

CONTACT IN CASE OF DEATH _____ PHONE (_____) _____

ADDRESS _____

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS? YES NO IF YES, DATE _____

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? YES NO IF YES, DATE _____

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? YES NO IF YES, DATE _____

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR? YES NO IF YES, WHO _____ WHERE _____ WHEN _____

WHAT _____

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? _____

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE? YES NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? _____

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent 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, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

SCREENING COMPANY OR CREDIT REPORTING AGENCY

COMPANY NAME _____ PHONE _____

ADDRESS _____

If the application is approved, applicant will have _____ hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

GOOD FAITH ESTIMATE

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: _____ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: _____ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

SIGNATURE

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.

APPLICANT DATE _____ PHOTO I.D. VERIFIED BY _____ (INITIALS)

OWNER/AGENT DATE RECEIVED _____ TIME RECEIVED _____

OWNER/AGENT NOTES _____

PRINCETON PROPERTY MANAGEMENT

7831 SE Lake Road, Suite 200 - Portland, OR 97267

— RENTAL CRITERIA —

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit.
(A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing)
2. Two persons are allowed per bedroom plus one additional person, for the entire unit.
3. Exceptions are made for children under the age of two.

II. APPLICATION PROCESS

Steps to become a resident with Princeton Property Management.

1. Select your rental unit.
2. Complete the Application on the designated form.
3. Pay your non-refundable credit/screening fee of \$40.00 dollars.
4. Be prepared to wait at least one business day for the information on your Application to be verified.
5. Once the application is approved, a Rental Agreement or an Agreement to Execute a Rental Agreement must be signed by both parties within 72 hours. If you decide to enter in to the Rental Agreement you will be required to pay all move-in costs at that time. If you are not ready to move an Agreement to Execute a Rental Agreement must be signed and an execution deposit of \$100 must be paid. This will hold your unit for no more than 10 business days. If you move in the \$100 will be applied to your security deposit. If you choose other housing your \$100 execution deposit will be forfeited. You are encouraged to read the Rental Agreement at the time of application.

III. GENERAL CRITERIA STATEMENT

1. Positive identification with a picture will be required.
2. A complete and accurate Application listing the current and at least one previous, verifiable rental reference and phone numbers. Incomplete applications will be returned to the applicant.
3. Each applicant will be required to qualify individually.
4. Security Deposits will be \$300, \$700, or \$1400 based on this criteria.
5. Applicants must be able to enter a legal and binding contract.
5. Inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
7. Any individual, who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
8. In-order to qualify as a co-signer, you must fully meet all areas of the criteria.

IV. INCOME CRITERIA AND CONTINGENCIES

1. Monthly household income should be equal 2.5 times the stated monthly rent.
2. If monthly household income is less than \$100 below 2.5 times the stated rent, a security deposit of \$700, or a qualified co-signer will be required.
3. If monthly household income is \$100 or more below 2.5 times the stated rent, your application will be denied.
4. A current paycheck stub or verifiable letter of hire from the employer will be required.
5. Verifiable income will be required for unemployed applicants. *(Verifiable income may mean, but is not limited to: Bank accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Grants/Loans, & Public Assistance which can include: SNAP, TANF, DHS, etc.)*
6. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
7. Applicants providing Bank Accounts or Trust Accounts as verifiable income will be required to show a balance greater than 6 months living expenses (2.5xs rent amount x 6 months).
8. You will be denied if your source of income cannot be verified.

V. EMPLOYMENT CRITERIA AND CONTINGENCIES

1. Twelve (12) months of verifiable employment will be required.
2. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
3. A security deposit of \$700 will be required when employment does not meet the requirements.

VI. CREDIT CRITERIA AND CONTINGENCIES

1. Negative or adverse debt exceeding \$100 on a credit bureau *(ie... Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs)* will require a security deposit of \$700, or a qualified co-signer.
2. Ten (10) to Fifteen (15) unpaid collections (not medical related) reported from the credit bureau will require a security deposit of \$1,400, or a qualified co-signer.
3. Sixteen (16) or more unpaid collections (not medical related) reported from the credit bureau will result in denial.
4. Bankruptcies discharged within one year from the date of application will require a security deposit of \$1,400, or a qualified co-signer.

VII. RENTAL CRITERIA AND CONTINGENCIES

1. Twelve (12) months of verifiable contractual rental history from a current third party landlord or home ownership is required. (*Rental references ending 12 months prior to the date of application will not be considered current.*)
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Four (4) years of eviction free rental history will be required.
5. Rental history reflecting more than \$100 in damages will require a security deposit of \$700, or a qualified co-signer, once the debt is settled.
6. Rental history demonstrating documented noise or other disturbance complaints will be denied when the former manager would not re-rent.
7. Rental history demonstrating more than 3 noise disturbances or other documented complaints will result in denial.
8. Rental history demonstrating residency, but not contractual rental history, will require a security deposit of \$700, or a qualified co-signer.
9. A co-signer may also be required when contractual rental history does not meet the criteria, but residency can be verified with parents, student housing or military housing.
10. Four (4) or more 72 Hour Notices within a period of one year will result in denial.
11. Three (3) or more NSF checks within a period of one year will result in denial.
12. Rental history reflecting ANY unpaid balances to a previous landlord will result in denial.

VIII. DISABLED ACCESSIBILITY

Princeton Property Management allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition per Fair Housing guidelines. Princeton requires:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications are made.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate city, county or state building permits and required licenses made available for landlord inspection.
6. A restoration deposit may be required per Fair Housing guidelines.

IX. ASSISTED LIVING CRITERIA

1. Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$15. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet complex requirements regarding criminal history or their application will be denied.

X. CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, 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) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole has occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution, and disorderly conduct

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

XI. DENIAL POLICY

If your application is denied due to negative and adverse information being reported from the screening company, you may;

1. Contact Background Investigations at (503) 639-6000 to discuss your application and their investigation.
2. If the denial was based on negative credit, contact the credit reporting agency listed on the denial letter to:
 - a) Identify who is reporting unfavorable information.
 - b) Request a correction of the information from the Credit Bureau.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following;

Write to our: Equal Housing Opportunity Manager
7831 SE Lake Road, Suite 200
Portland, OR 97267

Your letter should include the reasons you believe your application should be re-evaluated and request a review of your file. Your application will be reviewed within seven working days from the date your letter was received. You will be notified of the outcome.