



**OFFICE USE ONLY**      NEW MOVE-IN      OCCUPANT TURNING 18      ADD/REMOVE ROOMMATE      ADD OCCUPANT (not on lease)

Property Name/Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date Unit Wanted: \_\_\_\_\_ Unit Rent: \$ \_\_\_\_\_ Lease Break Fee \_\_\_\_\_ Non-Refundable Screening Fee: \$ \_\_\_\_\_

Agent: Norris & Stevens, Inc. for Owner: \_\_\_\_\_ dba \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Applicant has applied to other locations managed by N&S in the last 60 days.

If yes, where: \_\_\_\_\_

**APPLICANT INFORMATION**

Legal Name: \_\_\_\_\_ Other Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Photo ID Type: \_\_\_\_\_ ID# \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # \_\_\_\_\_ State: \_\_\_\_\_

**RENTAL HISTORY**      Applicant must provide a minimum of two (2) consecutive years of residence history.

**Current Address:** \_\_\_\_\_ Date Moved-In: \_\_\_\_\_

**Current Landlord:** \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other States And Counties You Have Lived In During The Past 5 Years: \_\_\_\_\_

Reason For Moving: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_ Other Monthly Income Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Self Employed

**OTHER INFORMATION**

Disclosed Disability and/or Mobility Need(s)      Do you have an Aid Animal?      No      Yes      Type: \_\_\_\_\_

If checked, pets, subject to approval, are allowed at this property.      How many pets will be residing in the unit? \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

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Do you intend to use:      Musical Instrument      Waterbed      Aquarium

Have you been evicted or is there a pending eviction case against you?      Yes      No      Have you given legal notice where you now live?      Yes      No

Have you ever filed for bankruptcy or are you currently in the bankruptcy process?      No      Yes      If Yes, Date: \_\_\_\_\_

Have you ever been convicted of any felony or misdemeanor or is there a pending case against you?      No      Yes

If yes, County and State: \_\_\_\_\_ When: \_\_\_\_\_

Nature of Conviction: \_\_\_\_\_

**OTHER RESIDENT INFORMATION**

**LIST ALL PERSONS IN UNIT**

**Date of Birth**

Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible
Name: _____	DOB: _____	Financially Responsible

**INSURANCE DISCLOSURE**

Norris & Stevens requires residents to obtain and maintain Rental Liability Insurance with a minimum of \$100,000 coverage. Norris & Stevens should be named as "Additional Insured" when possible, and if not, must be named "Interested Party" and proof of this needs to be provided prior to move-in with the following exceptions:

- a) household income of all 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) dwelling unit has been subsidized with public funds, not including housing choice vouchers.

Owner/Agent has charged a screening fee 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.

If the application is approved, applicant will have three (3) days from the time of notification to either 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 the 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 available applicant for the unit will be processed.

I certify the information contained on this application is correct and complete and hereby authorize landlord/agent to make any inquiries deemed necessary to evaluate the application for tenancy and credit standing. I understand that the Owner/Agent may refuse to process or deny this application if it is incomplete, fails to include information regarding my identification or income, or if I intentionally withheld or misrepresented required information. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I understand that I am welcome to provide supplemental evidence to mitigate potentially negative screening results. ***I have received and read the Rental Screening Criteria.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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Identity verified as required? No Yes Date/Time of verification \_\_\_\_\_ Verifier \_\_\_\_\_

APPROVED APPROVED WITH CONDITION DENIED SUPPLEMENTAL EVIDENCE PROVIDED

**Landlord/Agent Notes:**



## Applicant Screening Criteria & Disclosure

Name of Apartment Community: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Each rental application will be reviewed in four different areas: a) Rental History, b) Credit History, c) Income, and d) Criminal History. Your application may be *approved*, *conditionally approved*, or *denied*. To be *approved* you must meet the screening criteria without EXCEPTION. Applications not meeting the listed screening criteria may be *conditionally approved*. *Conditionally approved* applications may require a security deposit equal to 100% of the monthly rent, or more. Applications that do not meet the screening criteria and do not qualify for *conditional approval*, will be denied.

**Each applicant is urged to review the screening criteria** to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist.

### OCCUPANCY GUIDELINES

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a separate, habitable room to be used primarily for sleeping purposes that contain at least 70 square feet, and has a fire exit. The room must have a separate door, a closet, and be in close proximity to a smoke detector.
2. Two (2) persons are allowed per bedroom plus one (1) additional person (i.e., 1 bedroom, three (3) people, 2 bedroom,, five (5) people, etc.). A maximum of two (2) people are allowed in a studio or zero bedroom apartment. An infant under three (3) years of age is not considered when counting the number of occupants. In rare instances, the foregoing general occupancy standard may be adjusted to a more liberal standard based on specific factors related to the size and configuration of the unit and/or bedroom(s).

### APPLICATION PROCESS

3. Select your desired apartment meeting our occupancy guidelines.
4. All applicants age eighteen (18) and older, or otherwise legally able to contract, must complete a separate application on the forms provided. Any are left blank or illegible will result in delaying the application process and/or rejection of the application. If the requested information does not apply to you, fill in "n/a". In addition to completing the application and providing related documentation, you may submit any additional written information or materials (supplemental evidence) to explain, justify, mitigate, or negate the relevance of potentially negative information reflected in your application or related screening. We will consider any supplemental evidence submitted.
5. You will be asked to pay a non-refundable applicant screening fee of \$60.00 for each application. Your application will not be processed until all the necessary fees have been paid. We will use a screening company to obtain information relevant to your application and our screening criteria, including, without limitation, a consumer credit report and public records (including civil and criminal records). We will verify income, employment, and rental history. Verification includes contacting employers, landlords, and other references. You have the right to dispute the accuracy of any information provided by a screening company or credit reporting agency. The credit reporting agency that provides information is: TransUnion, PO Box 2000, Chester, PA 19022-2000.
6. The date and time of each application received will be recorded. Applications are processed on a first received, first processed basis.
7. Be prepared to wait at least seven (7) and up to fourteen (14) days for the completion of the screening process. You will be notified in writing if your application is denied. Notification may be via email, fax, text, mail, or in-person delivery of a letter.
8. If your application has been approved, you will have three (3) days from the date you are notified of approval to accept the available apartment by signing your rental agreement, including the community Rules and Regulations, or by paying a reservation deposit and signing an agreement to execute rental agreement. You will be expected to begin your tenancy no later than two (2) weeks from the date of acceptance, providing the apartment is ready for move-in, and no other arrangements have been made.
9. All appropriate move-in charges and deposits must be paid before or at the time the rental agreement is signed. Any monies paid must be in the form of a personal check, cashier's check or money order.
10. If your application is approved and you decide not to move in, the applicant screening fee and/or the reservation deposit (if applicable) will be forfeited.

11. If you sign a rental agreement but do not move in and/or vacate prior to any lease term, you will forfeit your applicant screening fee and be subject to any default remedy allowed by law, including, without limitation, an early termination fee if your rental agreement so provides.

## GENERAL REQUIREMENTS

12. All applicants should provide picture ID issued by a government agency and their Social Security Number (SSN). If they do not have a government issued picture ID or an SSN, they can provide a Passport, Visa, Individual Tax Payer ID# (ITIN), non-government issued ID, Birth Certificate, Resident Card or Authorization Document from Homeland Security in lieu of their SSN, regardless of expiration date. All applicants must provide documentation to verify their name, date of birth and photo of the applicant.
13. At least one applicant for the unit must be eighteen (18) years of age or older, or otherwise legally able to contract.
14. Each applicant eighteen (18) years of age or older must qualify individually, except that the income requirement may be met with the cumulative financial resources of all adult applicants.
15. Unfavorable information for any individual co-applicant may result in denial of the application for all co-applicants total.
16. All applicants must sign a consent form allowing prior landlords to release rental history information (Section 8 applicants must sign a consent form allowing the Housing Authority to release said information from their file).
17. The behavior and demeanor of applicants during the application process will be considered. Abusive, harassing, combative, violent, threatening, menacing, destructive, or profane behavior/conduct during the application process will be grounds for denial.
18. Information that is misrepresented on the application will be reason to deny the application. If a material misrepresentation is found after a rental agreement is signed, your rental agreement may be terminated as allowed by law.

## RENTAL REQUIREMENTS

19. Two (2) years of verifiable unbroken rental history from a third-party landlord with positive reference is required. Questions asked will include 1) Was/is rent paid on time? 2) Length of tenancy? 3) Was proper notice given? 4) Did the applicant have any NSF checks? and 5) Would you rent to this person(s) again? **CONDITIONALLY APPROVED:** Applicant lacks two (2) years of rental history because of verified student status, previously living with parents, renting from family, owing a home, or in the military. Additional deposit will be required. Home ownership may be verified through tax assessor's office; mortgage payment must be current to count as equivalent to on-time rental payment history.
20. The following negative reference factors will result in the denial of the application: a) Repeated disturbances to the neighbors' peace. b) Reports of illegal activity, c) Damage to the property beyond normal wear and tear, d) Unpaid rent or damage charges (except that unpaid rent accrued from April 1, 2020-February 28, 2022 will not be a basis for denial). e) Reports of violence or threats to landlords, neighbors, or staff, f) Allowing persons or pets not on the lease to reside on the premises, g) Two (2) or more nonpayment of rent notices served within one (1) year, and h) Failure to give proper notice when vacating the property.
21. Any eviction judgment against an applicant less than five (5) years old, or any eviction case pending at the time of application will result in denial of the application (except that an eviction judgment entered on claims that arose between April 1, 2020 and February 28, 2022 will not be a basis for denial).
22. Any balance owed related to previous housing will result in denial of the application (except that unpaid rent accrued from April 1, 2020 – February 28, 2022 will not be a basis for denial).
23. Three (3) or more NSF checks within a period of one (1) year will result in denial.

## INCOME REQUIREMENTS

24. The monthly combined gross income must be at least \_\_\_\_\_ the stated monthly rent. If the applicant has a monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have a credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.
25. Employment verification will be made by phone, fax, or email confirming position in company, length of employment, salary, and future with company. A current paycheck stub showing year-to-date earnings, W2 or tax return may be required.
26. Self-employed applicants may be required to show proof of income through copies of the previous year's tax returns.
27. Non-employment sources of income may be verified by contacting the source (Bank Accounts, Alimony, Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans) or by applicants furnishing social security award letters, school loan award letters, savings account or checking account statements.
28. The application will be denied if your source of income cannot be verified or does not meet the dollar requirements.

## CREDIT REQUIREMENTS

29. An acceptable credit history for at least the last three (3) years with no account ratings higher than a “4”.
30. No unpaid collections, liens, or judgments in the last three (3) years (except that any collection, lien or judgment for rent accruing between April 1, 2020 – February 28, 2022 will not be a basis for denial).
31. No pending bankruptcy. No bankruptcy in the last three (3) years.
32. The combined debt-to-income ratio does not exceed 45%.

## CRIMINAL HISTORY

33. Any pending charge or conviction for a drug-related crime (other than use or possession of marijuana), a person crime, a violent crime, a sex offense, a crime involving financial fraud (including, without limitations, forgery and identity theft), a crime involving damage to property, and any crime of nature that would adversely affect the property, health, safety, or right to peaceful enjoyment of the landlord, landlord’s agent(s), and/or other residents is grounds for denial of an application. Misdemeanor convictions within five (5) years may be cause of denial. Any felony convictions within ten (10) years may be cause for denial. Any criminal convictions that may constitute a direct threat to the health or safety of other individuals (i.e. involvement in any violent or sexual crime) or could result in physical damage to the premises may be cause for denial with no time or degree limitation. Applicants may submit supplemental evidence they wish us to consider when we conduct an individualized assessment of the applicant’s pending criminal charges or convictions. A failure to disclose a pending criminal charge or conviction for any crime described above shall constitute a material misrepresentation and is grounds for denial.

## CONDITIONALLY APPROVED APPLICANTS

Because of special circumstances, some applicants may not meet 100% of the criteria for approval to rent. For some properties, the applicant may pay an additional security deposit equal to 100% of the monthly rent or more.

- an applicant with past credit problems, but good rental history, and adequate income;
- an applicant who is new to the area, or has recently graduated from school, or has recently returned to the work force, rental and credit history is good and income level is adequate;
- an applicant who has been living at home and does not have a rental history, but their credit and income meet the other criteria;
- a student applicant who has verifiable full-time student status with guaranteed income from financial aid and no negative landlord reference or credit history.

## REJECTION POLICY

**DENIAL BASED UPON INFORMATION RECEIVED FROM THE CREDIT BUREAU.** If your application has been rejected due to unfavorable information revealed on your credit report:

- Contact the credit bureau or service providing the information – the name and address is found on the Adverse Action Form;
- Correct any incorrect information through the credit company by “filing a dispute”;
- Request the credit company submit a corrected credit report to Norris & Stevens, Inc. Rental Screening Services;
- Upon receipt of the corrected information, your application will be re-evaluated for the next available apartment.

**DENIAL BASED UPON NON-CREDIT INFORMATION/APEAL** If your application has been rejected and you feel that you qualify as a resident per the screening criteria, you should write to:

**Equal Housing Department, 900 SW 5<sup>th</sup> Ave, Suite 1700, Portland, Oregon 97204**

In your appeal letter, you should explain the circumstances surrounding the denial of your application. Following the receipt of your letter, your application and any other pertinent information will be reviewed and you will be notified of the review findings.

## NON-DISCRIMINATION POLICY

Landlord does not discriminate against any applicant on the basis of race, color, religion, sex, disability, national origin, familial status, sexual orientation, gender identity, source of income, ethnicity, citizenship, age (if over 18; exception for 55+ communities), occupation (unless occupation illegal), status as victim of domestic violence, sexual assault or stalking, or any other legally protected class.

## LIMITATIONS

Vehicle parking is limited to \_\_\_\_\_ vehicles.

The rental unit is a non-smoking unit

Pets are not permitted.

Total combined income shall be \_\_\_\_\_ times the rent.