



OFFICE USE ONLY NEW MOVE-IN OCCUPANT TURNING 18 ADD TO LEASE OCCUPANT ONLY (not on lease)

Property Name/Number: _____ Unit Desired _____

Property Address: _____

Phone: _____ Email: _____

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

Agent: Norris & Stevens, Inc. 900 SW 5th Avenue, Portland, OR 97204 Applicant has applied to other locations by managed 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: _____
Street City State Zip

Current Landlord: _____ Email: _____ Phone: _____

Current Landlord Address: _____ City: _____ State: _____ Zip: _____

Previous Address: _____ From: _____ To: _____
Street City State Zip

Previous Landlord: _____ Email: _____ Phone: _____

Previous Landlord Address: _____ City: _____ State: _____ Zip: _____

Other States and Counties You Have Lived In During The Past 5 Years: _____

Reason For Moving: _____

EMPLOYMENT INFORMATION

Current Employer: _____ Business Phone: _____

Email: _____ Position: _____ Date of Hire: _____

Employer Address: _____ City: _____ State: _____ Zip: _____

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 (including yourself)

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 or less than 50% of the 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 Verifier _____

APPROVED APPROVED WITH CONDITION DENIED SUPPLEMENTAL EVIDENCE PROVIDED

Landlord/Agent Notes:



City of Portland - Applicant Screening Criteria & Disclosure

Community Name: _____

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 or denied. To be *approved* you must meet the screening criteria without EXCEPTION. Applications that do not meet the screening criteria 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 contains 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 forgoing occupancy standard may be adjusted to a more liberal standard based on the 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. At least one applicant per household must be designated a Financially Responsible Applicant. We will consider income and other financial criteria only for Financially Responsible Applicants. The income of the applicants who do not designate themselves as Financially Responsible Applicants will not be considered for purposes of satisfying our income criteria. Any fields that are blank or illegible will result in delaying the application process and/or rejection of the application as incomplete. 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 \$55.00 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 each application is received will be recorded and each application will be given a Queue #. Applications are processed on a first received, first processed basis (subject to certain legally required exceptions regarding accessible units).
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 as to whether your application was approved or denied. Notifications 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 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 expiration 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 a picture ID issued by a government agency and their Social Security Number (SSN). If they do not have a government issued picture ID or SSN, they can provide a Passport, Visa, Individual Taxpayer 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 sufficient to verify their name, date of birth and photo of the applicant.
13. At least one Financially Responsible Applicant for unit must be eighteen (18) years of age or older or otherwise legally able to contract.
14. The cumulative income of all Financially Responsible Applicants will be considered with regard to the income criteria.
15. 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).
16. 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.
17. Information that is misrepresented on the application will be reason to deny the application. If a material misrepresentation is discovered after a rental agreement is signed, your rental agreement may be terminated as allowed by law.

RENTAL REQUIREMENTS

18. Two (2) years of verifiable unbroken rental history from a third party landlord with a positive recommendation is required. Questions asked will include: 1) Was/is rent paid on-time? 2) Length of tenancy? 3) Was proper notice given to vacate? 4) Did the applicant have any NSF checks? and 5) Would you rent to this person(s) again? Exceptional circumstances such as home ownership, student status, military status, living with parents will be addressed on a case-by-case basis with consideration of any supplemental evidence provided. 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.
19. The following negative reference factors may result in 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.
20. Home ownership may be verified through the county tax assessor's office. Mortgage payment must be current to satisfy the positive rental history requirement.
21. Any pending eviction case or eviction judgment against an applicant less than three (3) years old may 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. \$500 or more owed to a prior landlord 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 (Financially Responsible Applicants Only)

24. The monthly combined gross household income of all Financially Responsible Applicants must be at least two (2) times the stated monthly rent. Only income of Financially Responsible Applicants will be considered.
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 (Financially Responsible Applicants Only)

29. No unpaid collections, liens, or judgments that are more than \$1000 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).
30. The combined debt-to-income ratio does not exceed 45%.
31. A credit score of 500 or higher.

CRIMINAL HISTORY

32. 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 a 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. Any misdemeanor convictions within three (3) years may be cause for denial. Any felony convictions within seven (7) 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 applicants 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 be grounds for denial.

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.

RIGHT TO APPEAL DENIAL You have the right to appeal for 30 days following denial of your application. If your application has been denied and you feel that you do or should qualify as a resident per the screening criteria, you should write to:

Equal Housing Department, 900 SW 5th Ave., Suite 1700, Portland, Oregon 97204

In your letter, you should explain the circumstances surrounding denial of your application. Your appeal may include correction, explanation, or refutation of any negative factor that resulted in denial, as well as supplemental evidence supporting your appeal. The unit will not be held during the appeals process. 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. If an appeal is approved, screening fees will be waived for three months and you will be prequalified for three months for Landlord's units with equal or lower rent.

NON DISCRIMINATION POLICY

Landlord does not discriminate against any applicant on the basis of race, color, religion, sex, disability, national origin, familial status, marital 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.

The total combined income shall be 2x the rent.



Portland Housing Bureau

Rental Services Office

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)



Right to Request a Modification or Accommodation Notice

Required Under Portland City Code Title 30.01.086.C.3.B

For residential rental units within Portland city limits, 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.