



MULTIFAMILY NW
The Association Promoting Quality Rental Housing

OREGON (NOT FOR CITY OF PORTLAND)
RENTAL APPLICATION
TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS
SUBJECT TO
AVAILABILITY



OFFICE USE ONLY

☐ NEW MOVE-IN ☐ OCCUPANT TURNING 18 ☐ ADD/REMOVE ROOMMATE ☐ TRANSFER

PROPERTY NAME / NUMBER _____

UNIT NUMBER _____ ADDRESS _____

DATE UNIT WANTED _____ UNIT RENT \$ _____ NON-REFUNDABLE SCREENING CHARGE \$ _____
MM/DD/YYYY

OWNER / AGENT _____ PHONE _____

OWNER / AGENT ADDRESS _____

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

APPLICANT

HAVE YOU APPLIED TO ANY OTHER LOCATIONS MANAGED BY OWNER/AGENT IN THE LAST 60 DAYS? ☐ YES ☐ NO

IF YES, WHERE? _____

APPLICANT FULL LEGAL NAME _____ **EMAIL** _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ SOC. SECURITY # _____ APPLICANT PHONE (_____) _____
MM/DD/YYYY

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

CURRENT STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ DATE YOU MOVED IN _____
MM/DD/YYYY

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

LANDLORD EMAIL _____ **LANDLORD FAX** (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ FROM _____ TO _____
MM/DD/YYYY MM/DD/YYYY

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

LANDLORD EMAIL _____ **LANDLORD FAX** (_____) _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ STATE _____ ZIP _____

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

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

HR EMAIL _____ **HR FAX** (_____) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

POSITION _____ HOW LONG? _____ GROSS MONTHLY INCOME \$ _____

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

ARE YOU SELF-EMPLOYED? ☐ YES ☐ NO

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

HR EMAIL _____ **HR FAX** (_____) _____

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.

RENT

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

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.

☐ IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF _____

MINIMUM INSURANCE AMOUNT: \$ _____
(\$100,000 IF LEFT BLANK)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(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.)

☐ ON SITE ☐ RESIDENT ☐ MAIN OFFICE (IF REQUIRED)

OTHER OCCUPANTS	NAME	DATE OF BIRTH	VEHICLES	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER	
		MM/DD/YYYY								
		MM/DD/YYYY								
		MM/DD/YYYY								
		MM/DD/YYYY								
		MM/DD/YYYY								

☐ IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

☐ IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? _____

NAME _____	TYPE _____	BREED _____	AGE _____	WEIGHT _____
NAME _____	TYPE _____	BREED _____	AGE _____	WEIGHT _____
NAME _____	TYPE _____	BREED _____	AGE _____	WEIGHT _____

DO YOU INTEND TO USE: ☐ WATERBED ☐ AQUARIUM ☐ MUSICAL INSTRUMENT _____

DO YOU HAVE RENTER'S INSURANCE? ☐ YES ☐ NO

EMERGENCY CONTACT _____ PHONE (_____) _____

ADDRESS _____

CONTACT IN CASE OF DEATH _____ PHONE (_____) _____

ADDRESS _____

HAVE YOU BEEN EVICTED WITHIN THE LAST 5 YEARS OR IS THERE A PENDING EVICTION CASE AGAINST YOU? ☐ YES ☐ NO

IF YES, PLEASE LIST COUNTY & STATE _____

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? ☐ YES ☐ NO IF YES, DATE _____ MM/DD/YYYY

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

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 RELATED TO THE CRIMINAL CONVICTION CRITERIA? ☐ YES ☐ NO IF YES, WHO _____

COUNTY & STATE _____ WHEN _____ MM/DD/YYYY WHAT _____

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT BEEN ARRESTED FOR A CHARGE RELATED TO THE CRIMINAL CONVICTION CRITERIA THAT HAS NOT BEEN DISMISSED? ☐ YES ☐ NO IF YES, COUNTY & STATE _____

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? _____

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 _____

EMAIL _____

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.

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 _____

Tindell & Company Rental Requirements

Applications are received on a first come first serve basis. The first application we receive will be processed immediately. We will accept the first qualified applicant.

A credit, criminal, and rental background check will be used to determine eligibility to rent. The rental application will be approved or denied based on the following requirements.

Employment/Income Requirements:

1. At least 18 months of verifiable employment if used as a source of income.
2. All sources of employment listed on application will be verified, either by employer or income stubs and/or bank statements showing regular recurring payments.
3. Self – employed applicants will need to submit 2 years tax returns and/or bank statements if used as source of income.
4. Tenant(s) must make three (3) times the rent amount (gross) from a verifiable work source.

Rental Requirements:

1. At least 36 months verifiable rental history from a current unbiased landlord or at least two prior unbiased landlord references. *Homeowners excluded
2. An eviction or 72 hour notice for eviction within the last four years will result in denial.
3. Multiple late payments and/or owing money to a current and/or previous landlord will result in denial.
4. Negative rental references will result in denial.

Credit Requirements:

1. Credit will be based on your FICO Score.
2. 3 or more unpaid collections will result in denial. *medical excluded
3. Utility account(s) in collection will result in denial
4. Low credit scores may result in denial and/or additional security deposits
5. High collections balances may result in denial
6. Judgments from a prior landlord and/or debtor will result in denial.
7. Consistent late and/or missed payments may result in denial.
8. Unpaid collections owed to a prior landlord will result in denial.

Occupancy Policy:

Two persons are allowed per bedroom. – ORS 90.262(3)

Confidentiality Policy: We will not discuss your rental application with anyone but the applicant. Additionally, we will not discuss the credit report with the applicant directly, upon request we can provide you with an address to the consumer reporting agency that supplied your information.

Criminal Conviction Criteria:

If you have a conviction, guilty plea, or no contest plea to any crime that seriously threatened the health and safety of another, and/or where your date of disposition, release or paroles has occurred within the last seven years for any misdemeanor or gross misdemeanor, B or C misdemeanor, or Class A felony.

The following crimes will result in automatic denial of your rental application.

- Class A felony burglary or Class A felony Robbery
- Weapons, Sex charges, Drug charges, Rape charges
- Drug related offenses to include: sale, manufacture, delivery, and/or intent to sell
- Extensive property damage;
- Rape, Sex crimes and/or child sex crimes;
- Kidnapping, arson, death, criminal mischief/trespass

*** Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

***Excerpt from the Fair Housing Act –
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_op/fhLaws

General Requirements and/or expectations:

- If an applicant cannot meet the rental requirements on his/her own a co-signor who meets the rental requirements will be required – IN THE EVENT A CO-SIGNOR APPLICATION IS REQUIRED THE CO-SIGNER WILL NEED TO APPLY, PAY THE APPLICATION FEE AND SUBMIT ALL DOCUMENTATION AS REQUIRED BELOW. *Once a Co-Signer is involved all parties to the lease will be required to have a Co-Signer.
- Incomplete or illegible applications may be denied.
- False and/or negative information is cause for denial and if discovered will result in the termination of your lease.
- Once an Application is approved, the security deposit will be required within thirty-six (36) hours.
- Residency must occur on any available property within five (5) days from the date of approval. If the property is advertised as available on a specific date then residency will need to occur as of the date advertised.
- Security Deposits and RENT must be paid with separate checks and/or money orders. The security deposit amount and the rent amount **CANNOT** be on the same check and/or money order. Exact cash amounts are accepted.
- Additional Security deposits and prorated rent will be due on the move in date.
- At any time management may request additional documentation to verify income, credit, or rental references, i.e. Bank statements, pay check stubs, etc.
- Management can deny an application because of the inability to verify information from listed references within two days.
- If an approved applicant decides not to move forward with the home he/she was approved for. Their approved status will last for 30 days from the date of approval. *A property cannot be held rent free for 30 days.
- Every person 18 years of age and older is required to complete an application and pay the application fee. – no exceptions

Before your application can be processed COMPLETELY, we will need the following items:

1. A complete application. (Available Online)
2. Application FEE (nonrefundable): \$45.00
3. Applicant Screening Authorization Form
4. A legible copy of your photo identification
5. A most recent paycheck stub

HOW TO APPLY: (do not apply without carefully reviewing rental requirements)

1. APPLY ONLINE: http://www.tindellandcompany.com/rental_listings
2. SUBMIT REQUIRED DOCUMENTATION: (three options)
 1. Email: info@tindellandcompany.com
OR
 2. Fax no: 503-208-2451
OR
 3. Schedule a time to drop by our office:
Tindell & Company
8007 N Denver Avenue, Unit #1,
Portland, Oregon 97217 *

*Office is open by appointment only, please schedule a time with the office prior to dropping off required documentation

Tindell & Company, LLC – www.tindellandcompany.com
P.O. Box 17172
Portland, Oregon 97217
Office: 503-265-8164
Fax: 503-208-2451

*Office Address: 8007 N Denver Avenue, Unit #1, Portland, Oregon 97217 – by appointment only