



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)

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

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 _____

Application Screening Criteria

(revised March 1, 2020)

There is a \$55.00 application charge for each Financially Responsible Applicant. Application fees must be paid online or in our office with Certified Funds. Check and cash are not accepted.

OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account). The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

GENERAL STATEMENTS

1. Photo identification is required in order for Owner/Agent to adequately screen for criminal and/or credit history will be required. A Landlord must accept any of the following, or a combination thereof, to verify the name, date of birth, and photo of the Applicant:
 - a. Evidence of Social Security Number (SSN Card);
 - b. Valid Permanent Resident Alien Registration Receipt Card;
 - c. Immigrant Visa;
 - d. Individual Tax Payer Identification Number (ITIN);
 - e. Non-immigrant visa;
 - f. Any government-issued identification regardless of expiration date; or
 - g. Any non-governmental identification or combination of identifications that would permit a reasonable verification of identity.
2. Each set of applications will be required to qualify as a household.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.
6. Supplemental evidence may be submitted to mitigate potentially negative screening results.

INCOME CRITERIA

1. Monthly income must be equal to two (2) times stated rent*. If applicant's monthly income does not meet the minimum income requirements, applicant will be required to provide acceptable co-signer(s) and/or current bank statement with balance of 6x the stated rent plus additional security deposit.
2. *If applicant will be using local, state or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
3. Twelve months of verifiable employment will be required if used as a source of income. Less than 12 months verifiable employment will require an additional security deposit or acceptable co-signer.
4. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from unrelated, third-party landlord, or home ownership, is required within the last twenty-four (24) months. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer(s).
2. Three or more notices for nonpayment of rent within the last twelve (12) months will result in denial of the application.
3. Three or more dishonored checks within the last twelve (12) months will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.
5. Rental history including three or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past twenty-four (24) months will result in denial.

EVICITION HISTORY CRITERIA

Five (5) years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

CREDIT CRITERIA

1. Negative or adverse debt showing on consumer credit report will require additional security deposit or acceptable co-signer(s).
2. Five or more unpaid collections (not related to medical expenses or student loans) will result in denial of the application.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any of the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

Criminal Conviction Review Process.

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

1. Applicant has submitted supporting documentation prior to the public records search; or
2. Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i. Letter from parole or probation office;
- ii. Letter from caseworker, therapist, counselor, etc.;
- iii. Certifications of treatments/rehab programs;
- iv. Letter from employer, teacher, etc.
- v. Certification of trainings completed;
- vi. Proof of employment; and
- vii. Statement of the applicant.

Owner/Agent will:

- a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.

If you require a reasonable accommodations request to any of our policies as outlined, please visit www.tindellco.com/how-to-apply/ and complete the 'Request for Reasonable Accommodation/Request' form and/or supplemental documentation.

Tindell & Co takes pride in screening all applicants equally in accordance with the Federal Fair Housing Act.

Applications are accepted on-line or in-person. Applications received prior to the Open Application period will be recorded as being received eight (8) hours after the start of the Open Application period. Completed applications must include all information as outlined in this policy, and are processed on a first-come, first-serve basis (with the exception of Accessible Dwelling Units). Processing occurs on regular working days and applications are time stamped upon receipt. We accept the first qualified household with fully completed application(s).

If your application is approved, a security deposit is required to be submitted within forty-eight (48) hours. Upon receipt, first month's rent and a fully executed lease agreement are required to be submitted within five (5) business days, unless otherwise stated. If these three (3) items are not received and/or you fail to take possession of the premises as agreed, you will forfeit all monies paid. The security deposit and first month's rent must be paid in certified funds (money order or cashier's check), thereafter, until and unless instructed to the contrary, online payments and personal checks are accepted. Cash is never accepted by Tindell & Co.

Non-compliance Fees:

- Late Fee: up to 5% of the monthly stated rental rate when rent is not received by the 5th day of the month.
- \$35 Dishonored Payment Fee, for payment returned by your financial/banking institution.
- \$50 Rule Violation Fee, when a 2nd offense is issued.
- \$50+5% of one month's rent Rule Violation Fee, when a 3rd offense notice is issued within a twelve (12) month period.
- \$50 Illegal/Unauthorized Dumping Fee, plus any actual charge levied by the hauler to dispose of the items.
- \$50 Pet Violation, as defined by the pet agreement, plus any actual damage caused by the animal.
- \$50 for non-compliance fee relate
- Smoke Detector/Carbon Monoxide Tampering or Removal: Up to \$250, per state law, plus the cost to replace detector or batteries.

Lease Break Fee: Up to or equal to one and a half times the stated rent if you terminate your lease agreement prior to the lease end date.

Roommate Change Fee: Up to \$250.00 will be charged to tenants who wish to terminate a current lease agreement and initiate a new lease with added or removed parties to the agreement. At least one tenant from original executed lease needs to stay on lease for any following rental terms and qualify with income documentation. Incoming tenants must apply and pass applicable screening criteria. If none of the original tenants are to remain on the property, possession needs to be returned. Each occurrence fees apply.

Please note you will be charged the prevailing maintenance rate if you request assistance for a lock change, lock out, lost key, if you or your pet cause damage while residing in the unit, or if you miss an appointment with a scheduled vendor.

The lease will specify any utilities contracted by the Landlord and how applicable utilities may be billed back to you. **If you are late paying any utility bill back, a \$10 late fee or a 10% late charge, whichever is greater (but not to exceed \$50 per occurrence) will be added to your account.** If you have any questions about how the utilities are calculated, please do not hesitate to ask.

Renters are required to provide renters insurance with limits no less than \$100,000 per occurrence. Tindell & Co will not require a tenant to obtain or maintain renter's liability insurance if the household income of the tenant 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, as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development. Tindell & Co will not require a tenant to obtain or maintain renter's liability insurance if the dwelling unit of the tenant has been subsidized with public funds.

By applying for any of Tindell & Co's Properties, I have read and understand the Application Screening information listed above and have also received the Denial Policy. I hereby give permission to Tindell & Co. Real Estate and Property Management to obtain information from any third-party source and authorize full release of any and all as requested by Tindell & Co.

DENIAL POLICY

Pursuant to ORS 90.295(4) and 15 USC 1681 the following disclosures are made:

The consumer reporting agency who provided the investigative consumer report is:

**Pacific Screening
PO Box 25582
Portland, OR 97298
Phone (800) 707-1941**

The credit report included in the investigative consumer report was obtained from Trans Union Consumer Relations, www.transunion.com/myoptions; PO Box 1000, Chester, PA 19022. Phone: (800) 888-4213. This consumer-reporting agency identified took no part in making the adverse decision regarding your rental application, nor can explain it.

You have the right to obtain a free copy of your consumer report (credit report) from the consumer-reporting agency above. You must request the copy within 60 days of the date you receive this letter. You may also obtain your credit report from www.annualcreditreport.com.

You may dispute the accuracy of the report, and inaccurate or incomplete, you may call the consumer reporting agency at its number listed above, or write to it at the listed address.

If you dispute any of the information in your report, you have the right to put into your report a consumer statement of up to 100 words explaining your position on the item under dispute. Trained personnel are available to help you prepare consumer statements.

You may have additional rights under the credit reporting or consumer protection laws of your state. For further information, you can contact your state or local consumer protection agency or your state attorney general's office.

Section 42, Section 8, Home and HUD subsidized housing. Applicants applying for housing under these programs have the following rights.

You have thirty (30) days to respond in writing or to request a meeting to discuss the rejection of your application.

If you are an individual with a disability, you may inform the owner or management of this fact and request a reasonable accommodation in the nonessential policies and practices to enable you an equal opportunity.

A member of the staff who did not make the original decision to reject your application must conduct any meeting or review of your written response.

If you are disabled, you have the right to request a reasonable accommodation to participate in the informal hearing process.

The Fair Credit Reporting Act prevents us from telling you what is on your credit report. If your application is denied due to your credit history you may dispute the report by contacting Pacific Screening.

If your application has been denied and you believe that you qualify as resident under criteria provided, you may write us at:

**Equal Housing Opportunity Manager
Tindell & Co. Real Estate and Property Management
8160 N Lombard Street
Portland, OR 97203**

Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing and within sixty (60) days of date notified. Your application will be reviewed within five (5) working days from the date your letter was received. You will be notified of the outcome.