

TANDEM PROPERTY MANAGEMENT, INC.

TENANT SCREENING AND SELECTION PROCESS

1. **IDENTIFICATION** - Two pieces of identification, including at least one of the following: driver's license, state-issued picture I.D card, or passport.
2. **APPLICANT PROCESS** - Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a *complete* application and pay the appropriate applicant screening fee(s). Acceptance or denial of the application may take up to 7 days. Upon acceptance, applicant(s) may be required to complete the rental agreement and pay applicable fees and/or deposits within 7 days.
3. **RENT TO INCOME RATIO** - Combined gross income of all applicants for each apartment shall be at least three (3) times the rental amount.
4. **SOURCE OF INCOME** - All sources of employment and non-employment income shall be legally obtained and verifiable. Verification of income shall be made by direct contact with the employer. Proof of earnings from self-employment shall be documented through income tax returns.
5. **DEBT TO INCOME RATIO** - The ratio of applicants' combined monthly debt and rental payment to gross income shall be no more than 40%.
6. **HOUSING REFERENCES** - The applicant(s) shall provide information necessary to verify current and previous rental history. Rental verifications obtained should contain no history of F.E.D.'s, late payments, NSF checks, or complaints and/or damages. If information cannot be verified, or if information is obtained from relatives, the landlord may require compliance with the variance policy (see item 11). If the applicant's previous housing has included home ownership, mortgage payment history shall be considered.
7. **CREDIT WORTHINESS** - A credit report will be run on applicants over 18. Applicant(s) history should be free of judgments, collections, charge-offs, bankruptcies and repossessions, should contain no more than eight (8) inquiries in a year, and should show no past-due balances or accounts over their credit limit.
8. **LIMITATIONS** - Occupancy must not exceed *two (2) persons per bedroom*. A bedroom is defined as a room whose primary purpose is for sleep, and which has a window, door, closet, and is near a smoke detector. Where applicable, an efficiency apartment shall house no more than one (1) person, and a studio no more than two (2) persons
9. **DEMEANOR AND BEHAVIOR** - The behavior and demeanor of applicants during the application process will be taken into consideration.
10. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION** - Any information that is incomplete, illegible, inaccurate or falsified may be grounds to require compliance with the variance policy, or may lead to subsequent termination of the rental agreement upon discovery of falsified information.
11. **VARIANCE POLICY** - Failure to meet the screening criteria as stated above may result in the landlord's right to:
 1. *Deny the application;*
 2. *Require an additional security deposit of up to one months rent and/or*
 3. *Require a cosigner, who will also be required to meet the screening criteria.*
12. **WAITING LIST POLICY AND PROCEDURE** - Waiting lists are arranged by unit type and are maintained chronologically by the date received. It is the responsibility of the party(s) on the waiting list to contact the apartment office to determine if a suitable apartment shall be available.
13. **ARRESTS AND CONVICTIONS** - Arrests and/or convictions may be evaluated. The landlord may 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. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises shall be grounds for denial of the 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 application will be completed. No unit will be held waiting resolution of the pending charges.

Applicant(s) Signature: _____

Date: _____

Applicant(s) Signature: _____

Date: _____



OREGON
RENTAL APPLICATION
TO BE COMPLETED BY EACH ADULT APPLICANT

ALL UNITS SUBJECT
TO AVAILABILITY



PROPERTY NAME / NUMBER _____
 UNIT NUMBER _____ ADDRESS _____
 DATE _____ TIME _____
 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 NAME _____ **EMAIL** _____
 DATE OF BIRTH _____ SOC. SECURITY # _____ DRIVER'S LICENSE # / STATE _____
 APPLICANT PHONE (_____) _____ CELL (_____) _____
 PRESENT 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 _____

PRESENT EMPLOYER _____ **PHONE** (_____) _____
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 POSITION _____ **HOW LONG? (DATE HIRED)** _____
 GROSS PAY \$ _____ OTHER INCOME \$ _____ SOURCE _____
PREVIOUS EMPLOYER _____ **PHONE** (_____) _____
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 POSITION _____ **HOW LONG?** _____

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.

UNIT RENT \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

INITIAL

APPLICANT'S INITIALS _____

DEPOSITS

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

OTHER \$ _____
 OTHER \$ _____
 OTHER \$ _____
 OTHER \$ _____
 OTHER \$ _____

FEES

LATE RENT PAYMENT FEE \$ _____
 LEASE BREAK FEE
 (NOT TO EXCEED 1 1/2 X RENT)
 (1 1/2 X MONTHLY STATED RENT IF BLANK) \$ _____
 DISHONORED CHECK FEE OF \$25 + BANK CHARGES
 SMOKE ALARM/CARBON MONOXIDE
 ALARM TAMPERING FEE \$ _____
 NON-COMPLIANCE FEE* \$ _____
 1. LATE PAYMENT OF UTILITY
 2. FAILURE TO CLEAN PET WASTE
 3. FAILURE TO CLEAN GARBAGE/RUBBISH
 4. PARKING VIOLATIONS OR IMPROPER USE OF VEHICLES
 *NOT TO EXCEED \$50 PER NON-COMPLIANCE

Form MC02 CR Copyright © 2010 Metro Multifamily Housing Association. NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION. Revised 2/24/10.

REFERENCES

BANK _____ BANK _____

HAVE YOU ESTABLISHED RETAIL CREDIT? YES NO

RELATIVE / PARENT _____ PHONE (_____) _____

ADDRESS _____

PERSONAL REFERENCE _____ PHONE (_____) _____

ADDRESS _____

HAVE YOU EVER BEEN EVICTED? 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 _____

OTHER OCCUPANTS

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

OTHER

ANIMALS (SUBJECT TO APPROVAL BY MANAGEMENT) NUMBER & TYPE: _____

DO YOU INTEND TO USE: WATERBED AQUARIUM MUSICAL INSTRUMENT _____

DO YOU HAVE RENTER'S INSURANCE? YES NO

APPROVAL

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 _____

If the application is approved, applicant will have _____ hours 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 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 _____ PICTURE I.D. VERIFIED _____

OWNER/AGENT _____ DATE _____

OWNER/AGENT NOTES _____
