

RENTAL APPLICATION

Northwest Pacific Property Management LLC
4280 Chaney Way SE
Salem, Oregon 97302
OFC 503-362-0030 FAX 503-364-1485
www.northwestpacific.net

TO COMPLETE APPLICATION: SEE PAGE 2 FOR REQUIRED DOCUMENTATION

Property address: _____ Date wanted: _____ Home phone #: _____ Cell #: _____

Have you viewed the **interior** of this property **personally**? YES NO

NWPPM policy is that fully completed applications will be considered in the order they are received and once application is considered, the application fees are non-refundable. If approved, the applicant will have 48 hours to view and approve unit and pay appropriate reservation deposit(s) or take possession of the property by paying all funds necessary in cash equivalent manner.

Have you rented from us before? YES NO If so, what address/complex? _____

Applicant's Last Name _____ First _____ M.I. _____ SS # _____

Driver's License # _____ State _____ Birth Date: _____ Your EMAIL address: _____

Vehicle Year _____ Make _____ License # _____ State _____ Do you have: please circle: BOAT/TRAILER/RV Explain: _____

Present Address: _____ City _____ St _____ Zip _____

Lived there since: _____ Rent amount you pay per month \$ _____ Notice given End of lease term

Landlord: _____ Landlord address: _____ Phone: _____

Reason for leaving current residence: _____

Rental History: Please provide 3 YEAR history of residence with NO GAPS or past two landlords, whichever is greater! Addresses are compared to PUBLIC RECORD so please disclose ALL past addresses during the past 3 years!

Address:	City:	State:	Zip:	Move-in	Move-out:	Why did you move?	Landlord Name:	10 digit phone #

Current Employer: _____ Address: _____ Phone: _____

Contact Person: _____ Your Job: _____ Employed Since: _____ Monthly Pay Gross/Net: _____/_____

Other income: _____ Source: _____ Monthly amount: _____

Previous Employer (if less than 1-year in above job): _____ Contact person: _____ Phone: _____

Have you been evicted? YES (PROVIDE WRITTEN EXPLANATION) NO

Have you been convicted of a felony? YES (PROVIDE WRITTEN EXPLANATION) NO

Do you smoke (vaping included)? YES NO NEVER

Have you ever filed bankruptcy? YES (When? _____) NO

Do you have an animal? YES (PHOTO/DESCRIPTION REQ'D) NO

(If aid animal, see page 2 for required documentation)

Note: List ALL persons who may reside in the residence that you are applying for: (must be listed on this application!) Occupants: YOU MAY NOT HAVE ANY OTHER PERSON(S) RESIDE IN THIS UNIT IF NOT ON APPLICATION!

Name: _____ DOB: _____ SS#: _____

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Please provide a local **EMERGENCY** contact person not living with you: NAME: _____

Phone #: _____ Relationship to applicant: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS ENTIRE APPLICATION & COSTS INVOLVED.

I certify that I have read and received a copy of the Tenant Screening Guidelines on the reverse side of this application, and that such copy is my receipt for screening fee paid. I also certify that the information I have provided on this application is complete, true and correct and I further acknowledge that the \$55.00 screening/application fee **per applicant** is non-refundable unless the application is not considered or processed. I have been advised that incomplete, inaccurate or falsified information contained in this application shall be grounds for immediate denial and if discovered after approval and subsequent move-in, shall be grounds for immediate termination of rental agreement or lease. **ALL payments up to move in must be in cash equivalent money order/cashier check.**

Applicant has been advised of standard move in costs for property applied for and understands that additional security deposit(s) may be required depending on outcome of screening as outlined on the back of this application. We DO NOT charge other move-in fees.

I authorize Northwest Pacific Property Management LLC to contact all creditors and references listed on this application and further authorize them to get current public credit report(s), public record report(s) and criminal record(s) contained in public records in order to evaluate my application to rent.

Applicant _____ Date _____

PLEASE READ BACK PAGE!



APPLICANT SCREENING GUIDELINES

OCCUPANCY POLICY:

Northwest Pacific Property Management LLC limits occupancy based upon the number of bedrooms in a unit. Our standard is two people per bedroom. A bedroom is defined as a space within the premises that is intended to be used primarily for sleeping, with at least one (1) window and a closet space for clothing.

Smoking of any kind is NOT allowed INSIDE any of our rental properties and visitor(s) of our residents are NEVER allowed to smoke on the property in any fashion for any reason, EVER.

WE DO NOT ALLOW SMOKING, USE OR GROWING OF MARIJUANA (medical or possession) ON ANY OF OUR PROPERTIES WHATSOEVER

APPLICANT SCREENING & APPLICATION PROCESS:

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met.

1. Each applicant age 18 & over shall submit:
 - a. Completed application
 - b. Government-issued photo identification
 - c. Proof of income
 - d. Applicant screening fee(s) (money order form, only)
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of application and forfeiture of application fee(s).
4. Acceptance or denial of the application may take as long as 5 business days.
5. Upon acceptance, applicant agrees to be prepared to pay all move in costs and complete move-in paperwork and take possession within 48 hours, or the date the property is listed as available, whichever is sooner.

TENANT SCREENING & SELECTION: Applicant(s) must reasonably meet the following criteria:

GENERAL

1. The behavior and actions of the applicant(s) during the application process will be considered as part of the application.
2. WE RESERVE THE RIGHT TO REFUSE TO DO BUSINESS WITH ANYONE DUE TO BEHAVIOR OR ACTIONS.
3. **ANIMALS ARE STRICTLY PROHIBITED** without prior landlord consent and fully prepared pet or aid animal agreement completed prior to bringing any animal onto the rented property, including "visiting" animals for any reason. If aid animal, a reasonable accommodation form must be completed and submitted with the application.
4. Vehicles are limited to one (1) in apartment properties, two (2) in homes/duplex properties per household, unless otherwise stated.

INCOME CRITERIA

1. Applicant(s) net combined income must be equal to 3X the stated rent, and must be from a verifiable, legal source. We are unable to accept bank statements to verify income.
2. Applicant(s) shall have been employed at their current employer for no less than 6 months. Employment verification may be made by copies of most recent pay stubs or an employer statement of earnings.
3. 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 includes the previous year's tax returns.
4. Applicants using other income must provide copies of assistance award letter(s), retirement investment reports or other financial data that can prove source, amount, frequency and duration of income.

RENTAL HISTORY CRITERIA

1. At least 3 consecutive years of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Application cannot be considered without all rental history information completed.
2. Rental history will be verified by direct contact or in writing with former landlords. Home ownership as part of history will be considered as well and equal to positive rental history.

3. Rental history reflecting any past due and unpaid balances to a landlord will result in an automatic denial of the application.

CREDIT CRITERIA

1. Applicant(s) must have satisfactory credit history. Payment history and outstanding balance information will be obtained from public credit reports as will public records, evictions, unpaid judgments & other sources.

CRIMINAL CONVICTION CRITERIA

1. Nationwide criminal reports will be run by our screening company from information provided on this application.
2. If applicant has a "Conviction" (which means: charges pending as of the date of the applications; a conviction; a guilty plea; or no contest plea), for any of the crimes as provided in ORS 90.303(3) in the past five (5) years; applicant shall be automatically denied.
 - a. A single Conviction for any of the following, shall be grounds for automatic denial:
 - i. Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
3. If Conviction is over 5 years old, applicant must submit a detailed letter of explanation with the completed application.

IF YOU FAIL TO MEET ANY OF THE ABOVE, YOUR APPLICATION MAY BE DENIED.

Variance Policy: If application is denied for any of the above, then applicant(s) may request a waiver of any **ONE** of the screening criteria by providing landlord with: (waiver must be approved by Owner and Property Manager and is not automatic)

1. A rental application completed by a qualified cosigner/guarantor, together with an additional non-refundable screening/application fee for processing the cosigner/guarantor application.

AND/OR
2. An additional payment equal to 100% of the stated rent for the unit which the applicant has applied for. This payment will be held by landlord as additional security deposit and not "last month's rent".

YOUR APPLICATION MAY BE DENIED OR TENANCY TERMINATED IF:

1. Applicant(s) has provided incomplete, inaccurate or falsified information to landlord on this application.
2. Applicant(s) is an illegal drug abuser or addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution or unlawful use of a controlled substance.
3. Applicant(s) tenancy would constitute a direct threat to the health or safety of others or substantial physical damage to the property or property of others.
4. Applicant(s) have any history of eviction or forcible entry and detainer action (court ordered eviction) within 5 years on their record.
5. Applicant(s) owe past landlord money. If so, must have written payment plan and 3 months payment history. If applicant(s) owe past landlord money and it's in collection or is a judgment, our company policy is WE WILL NOT rent to you.
6. Applicant(s) or any single applicant that have received a 'for cause' notice within 5 years of the date of this application.

DENIAL POLICY BASED ON CREDIT HISTORY:

If your application is denied due to unfavorable information received from a credit reporting agency:

1. We may not discuss your credit report directly with you, the law requires that you contact the credit reporting agency directly, our current agency is Appfolio, Inc. 50 Castilian Dr, Santa Barbara. They will then inform you as to who gave the unfavorable information. We also use The NATIONAL TENANT NETWORK PO Box 21027 Keizer, OR 97303
2. Correct any inaccurate information through Experian or other credit reporting agency per their policy & procedures.
3. Ask that they submit a corrected credit report to us.
4. Upon receipt of the corrected and satisfactory report, your application will be re-evaluated for the next available unit.

ACCURATE AND TRUE MINIMUM COSTS OF MOVE IN: RENT: \$

DEPOSIT: \$

YOUR APPLICATION FEE TO RENT FROM US IS VALID FOR 90 DAYS
UPDATED FORMS MAY BE REQUIRED