

# Applicant Screening Charge Receipt

Applicant Name (s): \_\_\_\_\_

Rental Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Amount of Charge: \$25.00

“Applicant Screening Charge” means any non-refundable payment of money charged by an Owner/Agent of a prospective tenant or applicant prior to entering into a rental agreement with that applicant for a residential dwelling unit; the purpose of which payment is to process an application for a rental agreement for a residential dwelling unit. In the event we fill the vacant rental unit before screening your application or do not conduct screening of your application we will refund the screening charge to you at your current address as indicated on the rental application.

I hereby acknowledge the receipt of the above mentioned applicant screen charge:

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date

## RESIDENT SELECTION POLICIES

Our goal is to provide a quality living environment and to have peaceful, business-like relationships with our residents.

We comply with Fair Housing regulations and the Landlord Tenant Act.

We review completed applications in the order that we receive them. Each applicant will be evaluated on the information provided in the application. Completeness, accuracy, and honesty are critical. We will not review incomplete applications.

Each adult intending to live in the unit must fill out individual applications and each must be accompanied by the current application charge. This charge is non-refundable unless we do not screen applicant.

All applicants must show their Social Security card and State or Government Issue photo I.D.

Applicants must have 1yr. of verifiable income and at least 1yr. of verifiable rental history.

Applicants must cumulatively have at least two and one half (2.5) times as much monthly income as rent.

We do thorough CREDIT, CIVIL & CRIMINAL COURT RECORDS, PAST RENTAL HISTORY & EMPLOYMENT/INCOME checks. An unsatisfactory credit report will result in denial of the application.

Any of the following will be grounds for considering an application unsatisfactory.

1. A net monthly income-to-rent ratio of less than 2.5-1.
2. Any prior evictions or unlawful detainers.
3. Any collections requiring a collection agency.
4. Any 3-9 ratings on accounts.
5. Any unsatisfied tax liens or judgments.
6. Any bankruptcy in the last 5 years.
7. Any reported criminal activities (felonies less than 7 yrs. old or misdemeanors less than 3 yrs. old).
8. Failure to provide verifiable information.
9. Failure to complete the rental application.
10. Inaccurate or false information from applicant.

\*You have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or a credit reporting agency.\*

Any person, other than the approved residents, who is 18 or older, who subsequently takes up residency in the dwelling for more than 14 days a month must complete a rental application, be approved, and sign the appropriate paperwork within 24 hours of being requested to do so by the management.

All applicants must be ready to sign an approved Rental Agreement/Lease within 7 days of acceptance.

\*\* Please sign here indicating that you have fully read and understand these rental and application policies. \*\*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# APPLICATION TO RENT Check here if Application is for a Co-Signer

## OWNER/AGENT TO COMPLETE

Property Address: \_\_\_\_\_ Move-in Date: \_\_\_/\_\_\_/\_\_\_  
Monthly rent: \$ \_\_\_\_\_ Amount of Deposit/s: \$ \_\_\_\_\_ Amount of Fees: \$ \_\_\_\_\_  
# of Units Available: \_\_\_\_\_ Unit # \_\_\_\_\_ Applicant # \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ AM \_\_\_ PM  
Examined picture identification?  Yes  No Type of Identification? \_\_\_\_\_  
\*\*\*\*APPLICATION FEE: \$25.00 FOR EVERYONE APPLYING THAT IS 18 YEARS OF AGE AND OLDER\*\*\*\*

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

Email Address: \_\_\_\_\_ Cellular number: \_\_\_\_\_ - \_\_\_\_\_

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Driver's License State and #: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

Email Address: \_\_\_\_\_ Cellular number: \_\_\_\_\_ - \_\_\_\_\_

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Driver's License State and #: \_\_\_\_\_

\*Applicant: Have you ever been: Evicted?  yes  no; Been sued by a landlord?  yes  no; Filed Bankruptcy?  yes  no;  
Been convicted, or plead guilty, or no contest to a crime?  yes  no; If yes to any of these please explain \_\_\_\_\_

\*Co-App: Have you ever been: Evicted?  yes  no; Been sued by a landlord?  yes  no; Filed Bankruptcy?  yes  no;  
Been convicted, or plead guilty, or no contest to a crime?  yes  no; If yes to any of these please explain \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Since: \_\_\_/\_\_\_/\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord \_\_\_\_\_ Rent Amount\$ \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Rent Amount\$ \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Co-App Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Since: \_\_\_/\_\_\_/\_\_\_ Why are you moving? \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Rent Amount\$ \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount\$ \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

## EMPLOYMENT/INCOME

1) Applicant's Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month):\$ \_\_\_\_\_ Full-time \_\_\_ Part-time

2) Previous Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month):\$ \_\_\_\_\_ Full-time \_\_\_ Part-time

3) Co-Applicant's Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month):\$ \_\_\_\_\_ Full-time \_\_\_ Part-time

4) Previous Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month):\$ \_\_\_\_\_ Full-time \_\_\_ Part-time

Other Income (per month):\$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_  
Other Income (per month):\$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_

\*\*\*IF YOU ARE SELF EMPLOYED-YOU MUST PROVIDE PROOF OF INCOME\*\*\*

**REFERENCES**

**Applicant: Emergency Contact:** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
Name Address Relationship

**Personal Reference:** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
Name Address Relationship

**Co-App: Emergency Contact:** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
Name Address Relationship

**Personal Reference:** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
Name Address Relationship

**PROPERTY**

**Applicant Automobile** Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_

**Co-Applicant Auto** Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_

**Other Vehicles/Boats** Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_

**Do you own:** Pet/s:  yes  no Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_

Water filled furniture:  yes  no Fish Tank or Aquarium:  yes  no Piano:  yes  no

**Comments & Explanations from Applicant/s:** \_\_\_\_\_

**For identification purposes only, please list names and dates of birth for all persons that will be occupying the unit**

\_\_\_\_\_  
Name Date of Birth Name Date of Birth

\_\_\_\_\_  
Name Date of Birth Name Date of Birth

**NOTICE:**

**Tenant screening entails the following:**

- Credit reporting
- Public Records Search
- Rental History Verification
- Employment Verification
- Income Verification
- Personal Reference Verification

**The above information is given in order for you to inquire on and determine my/our criminal, rental and/or work history and also credit standing. I/We also acknowledge that if approved by the owner or agent, the above named are the only occupants to maintain residency. I/We certify that the forgoing information is true and accurate.**

**You have the right to dispute the accuracy of information provided by the credit reporting agency that will be contacted for information concerning your application. Applicant/s agrees that an incomplete application may cause delays or result in denial of tenancy.**

**Applicant/s agrees that by signing below it authorizes Landlord/Agent to obtain a credit report and to do a public records search on Applicant/s.**

\_\_\_\_\_  
Applicant Date Applicant Date

**HERITAGE PROPERTY MANAGEMENT INC.**  
**4025 S.E. Hawthorne Blvd. Suite #207**  
**Portland, OR 97214**  
**P: (503) 288-4572**  
**F: (503) 287-0032**

## **RELEASE OF LIABILITY AUTHORIZATION**

I authorize Heritage Property Management and it's agents to contact anyone necessary for the purpose of determining my credit performance, tenant performance, criminal history, and to verify income.

I further release all parties from liability for providing this information even if the information they give may be negative and result in my application being rejected.

In the event that I become a resident of this apartment complex, I authorize the management to evaluate my performance. They also have my permission to give such evaluation if they are contacted by another apartment complex. I will hold Heritage Property Management Inc. harmless for such information, whether it is a positive or a negative evaluation.

I also understand that my application fee is non-refundable if I do not qualify to rent an apartment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

HERITAGE  
PROPERTY  
MANAGEMENT

BELOW IS A LIST OF ANY/ALL DEPOSITS AND/OR CHARGES  
YOU MAY INCUR FROM THE BEGINNING OF THE APPLICATION PROCESS  
THROUGHOUT YOUR TENANCY.

RENT:

- Studio -\$ 775.00 to \$ 1,150.00
- 1 Bedroom -\$ 950.00 to \$ 1,375.00
- 2 Bedrooms - \$1,025.00 to \$1,850.00

DEPOSITS (refundable):

- Security Deposit -\$500.00

ADDITIONAL DEPOSITS THAT MAY BE CHARGED FOR THE FOLLOWING:

- Pet (where allowed) -\$500.00
- Additional Sec. Dep. (not meeting screening criteria) -\$501.00 up to \$3,500.00
- Temporary and/or additional occupant/s -\$500.00 to \$3,500.00 depending on screening results.

CHARGES or FEES (non-refundable, per occurrence):

- 1, Late Rent Charge-\$75.00
- 2, NSF Check (in addition to bank charge/s)-\$25.00
- 3, Smoke Alarm, Smoke Detector or Carbon Monoxide Alarm Tampering Fee-\$250.00
- 4, Late Utility Payment or Service Charge (that is paid directly to the landlord)-\$50.00
- 5, Refusal to immediately clean up rubbish, garbage or other waste outside dwelling after receiving notice from Owner/Agent-\$50.00
- 6, Improper use of motor vehicle on the premises (speeding, endangering others or by driving on areas not intended for motor vehicles)-\$50.00

If screening fee of \$25.00 is paid, Applicant acknowledges receiving copy of Application Screening Charge Receipt, and has been told the number of units available or that will be available in the near future of the type and area sought by the Applicant; and has been informed of the number of applications already accepted for those units.

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

## VISA – MASTERCARD PAYMENT

8002320086  
HERITAGE PROPERTY MANAGEMENT INC.  
PORTLAND, OR 503-288-4572

Property: \_\_\_\_\_

Date: \_\_\_\_\_

Customer name: \_\_\_\_\_

Customer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Customer phone: \_\_\_\_\_

Circle one: Visa – MasterCard

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Amount: \_\_\_\_\_ CVC2/CVV2 Code: \_\_\_\_\_

Statement Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note: The charge on your credit card statement will show as Heritage Property Management Inc. NOT the name of your community.**