

# 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**

Photo ID reviewed

Property address: \_\_\_\_\_ Date wanted: \_\_\_\_\_ Home phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Applicant's Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_ SS # \_\_\_\_\_

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

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_ Do you have other vehicle(s)?  NO  YES 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: \_\_\_\_\_

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

**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 ever been evicted from any rental?  YES  NO Have you ever been convicted of a felony?  YES  NO Smoker?  Yes  No

Have you ever filed bankruptcy?  YES  NO IF yes, When? \_\_\_\_\_ Do you have a Pet?  YES  NO Type: \_\_\_\_\_

Do you have :  WATERBED  BOAT/TRAILER/RV  Other \_\_\_\_\_

**List all persons that will be occupying the unit that you are applying for:**

**Note: No other individuals may reside in the residence unless they are listed on this application!**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

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Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Name and address of a relative that is not living with you: \_\_\_\_\_

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 true and correct and I further acknowledge that the \$35.00 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 and forfeiture of all security deposits.

**ACCURATE AND TRUE COSTS OF MOVE IN: BASIC COSTS: RENT: \$ DEPOSIT: \$**

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 fees.

I authorize Northwest Pacific Property Management 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 \_\_\_\_\_

# APPLICANT SCREENING GUIDELINES

## OCCUPANCY POLICY:

Northwest Pacific Property Management 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 is NOT allowed INSIDE any of our rental properties.**

## APPLICANT SCREENING & APPLICATION PROCESS:

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met. Each applicant over the age of 18 shall submit a completed application and pay appropriate applicant screening fee(s). Acceptance or denial of the application may take as long as 3 business days. Upon acceptance, applicant agrees to be prepared to pay all move in costs and complete move-in paperwork immediately or place stated security deposit as a non-refundable reservation deposit towards property within 24 hrs.

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

1. Applicant(s) net combined income shall be 3X the rent, your income may be verified by telephone, by tax returns or paycheck stubs or we may request this information through the mail from your employer.
2. Applicant(s) shall have been employed at their current employer for no less than 6 months. Employment verification may be made by direct contact with your employer in writing or telephone and/or fax.
3. Rental history must be verifiable with phone numbers and/or addresses of prior landlords. 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.
4. Applicant(s) must have satisfactory credit history. Payment history and outstanding balance information will be obtained from public credit reports as well as public records, evictions, unpaid judgments & nationwide criminal reports as well as information provided on this application.
5. Parking and vehicles will be limited to two (2) vehicles per household. Smoking is NOT permitted inside the unit and **PETS ARE STRICTLY PROHIBITED** without prior landlord consent and fully prepared pet agreement completed.
6. The behavior and demeanor of the applicant(s) during the application process will be considered as part of the 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:

1. A rental application completed by a proposed "co-signer", together with an additional non-refundable screening/application fee for processing the co-signer application.

OR

2. An additional payment equal to 100% of the stated rent for the unit which the applicant wishes to have which will be held by landlord as additional refundable security deposit.

## **YOUR APPLICATION WILL 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 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) on their record.

## **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 Trans Union, PO Box 390 Springfield, PA 19064 or 1-800-888-4213. They will then inform you as to who gave the unfavorable information. We also use services of the NATIONAL TENANT NETWORK.
2. Correct any inaccurate information through Trans Union 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.

**YOUR APPLICATION TO RENT FROM US IS VALID FOR 90 DAYS WITHOUT RE-APPLICATION**