

## APPLICATION CHECKLIST

***Each applicant 18 years or older must submit the following:***

**1) Rental Application with ALL FIELDS complete and legible**

**2) Two pieces of identification (copies of front & back)**

- a. One piece must be government-issued photo ID **and**
- b. One other piece of ID (debit card, health insurance card, library card, etc.)

**3) Proof of income**

- a. Two most recent pay stubs **or**
- b. A letter of employment, ON LETTER HEAD, stating monthly wages **or**
- c. Other verifiable financial data proving source, amount, frequency, and duration of income

**4) Application fee**

- a. \$55 paid online by card **or**
- b. \$55 paid in office by EXACT cash, money order, cashier's check, or personal check.
- c. Our policy is for an applicant to only pay a single applicant screening charge within any 60 day period. Please notify us if you have paid us an application screening fee within the last 60 days.

**5) Housing voucher**

Applicants receiving Housing Assistance must include housing voucher AND PACKET.

**6) Pet documents**

Applicants with (a) pet(s) must include a photo of the pet(s), proof of proper license, and proof of shots required by statute or regulation. Check listing for pet policy.

**7) Aid animal documents**

Applicants with (an) aid animal(s) must include documentation from a health professional, a photo of the animal(s), proof of proper license, and proof of shots required by statute or regulation.

**8) Criminal Convictions**

Applicants with (a) criminal conviction(s) can submit supplemental evidence to explain, justify or negate the relevance of potentially negative information.



PROPERTY MANAGEMENT, INC.

## DOCUMENTOS REQUERIDOS

*Todos los solicitantes de 18 años o mayores deben entregar lo siguiente:*

**1) Aplicación para rentar con TODOS los espacios llenos**

**2) Dos tipos de identificación (copias del anverso y reverso)**

- a. Uno tiene que ser emitido por el gobierno (licencia de conducir, pasaporte, etc.) y
- b. Otro tipo de identificación (tarjeta de débito, tarjeta de segura de salud, etc.)

**3) Pruebas de ingresos**

- a. Dos talones de cheque más recientes **o**
- b. Carta de empleo, EN PAPEL MEMBRETADO, que indica los ingresos mensuales **u**
- c. Otros datos verificables que prueban la fuente, la cantidad, la frecuencia, y la duración de los ingresos

**4) Cargo de solicitud**

- a. \$55 pagados en línea con tarjeta **o**
- b. \$55 pagados en la oficina con cambio EXACTO en efectivo, giro postal, giro bancario, o cheque personal.
- c. Es nuestra política cargar solo uno cargo de solicitud dentro de cualquier plazo de 60 días. Por favor, notifíquenos si ya haya pagado un cargo de solicitud dentro de los 60 días anteriores.

**5) Voucher de vivienda**

Los solicitantes que reciban subsidio de alquiler deben entregar el voucher de vivienda CON EL PAQUETE.

**6) Documentos de los animales**

Los solicitantes que tengan animales deben entregar una foto de los animales, prueba de licencia, y prueba de vacunación, según lo requerido por estatuto o reglamento. Ver el anuncio para saber si se permiten animales o no.

**7) Documentos de los animales de apoyo**

Los solicitantes que tengan animales de apoyo deben entregar una carta escrita por un profesional de la salud que indique la necesidad de los animales, fotos de los animales, prueba de licencia, y prueba de vacunación, según lo requerido por estatuto o reglamento.

**8) Convicciones criminales**

Los solicitantes que tengan alguna convicción criminal puede entregar evidencia suplementaria para explicar, justificar o negar la relevancia de información potencialmente negativa.





PROPERTY MANAGEMENT, INC.

## APPLICATION SCREENING CRITERIA FOR RESIDENCY

Premium Property Management, Inc. strives to maintain high quality communities for all our residents. Therefore, we have a thorough screening process to ensure our units are not used for illegal activity.

Our tenants have the peace of mind of knowing that the risk of illegal activity is reduced, because all applicants are screened with equal care. If an applicant feels they meet the following criteria, they are welcome to apply.

Please note that we provide equal housing opportunity. We do not discriminate on the basis of race, color, religion, sex, disability, national origin, familial status, marital status, age, sexual orientation, gender identity, source of income or any other federal, state or locally protected class.

**Walkthrough:** It is highly recommended that the applicant, or a representative on their behalf, complete an in-person walk-through of the property, to ensure the facilities meet their needs.

**Each applicant is urged to review the screening criteria:** to determine if the requirements can be met. Each applicant will be required to qualify individually or as per specific criteria areas. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation as to why an applicant does not meet any given requirement, may be considered by the landlord if provided by the applicant. If necessary, provide additional information or explanations on a separate sheet of paper.

**Failure to meet the screening criteria may be grounds for:** (1) The denial of the application, or (2) The requirement of a co-signer who will be able to meet the screening criteria, or (3) The requirement of an increased security deposit. The maximum security deposit depends on screening results and will not exceed two and a half times the advertised deposit.

### **General Statements:**

1. Each applicant 18 and over shall submit a complete application that is legible, verifiable, and accurate. A completed application holds a place in line for the unit. If applicants are applying together, all applications must be submitted before they are considered complete and therefore in line to process. We process completed applications in the order we receive them.
2. Two pieces of ID must be provided; current, positive, government-issued photo identification and one other piece of identification.
3. Inaccurate, incomplete, illegible, or falsified information will be grounds for denial of the application. If falsified information is discovered after an applicant is approved for tenancy, termination shall result.
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. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises.
6. 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.
7. All units are non-smoking.
8. For multi-family units, vehicle parking is limited to two (2) vehicles.
9. Pets or other animals are not permitted, unless otherwise stated. If the property allows a pet, and the pet is approved; per pet, the refundable security deposit will be increased and pet rent will be charged. An additional pet addendum will be signed. The following definitions apply:

**A.** In this and all subsequent documents, "pet" is defined as any animal capable of causing property damage or personal injury.



- B. No exotic pets are allowed.
- C. All pets must be mature, 18 months or older.
- D. Small pets are 25lbs or less.
- E. Medium pets are 49lbs or less.
- F. Large pets are 50lbs or more.
- G. Pet habitats (e.g. aquariums) larger than ten gallons will also require renters insurance.

10. Aid animals or modifications to the unit, necessary to assist those with disabilities, will be allowed with a medical certificate of need and the completion of a request form.

11. The premises may not be used for the conduct of any commercial activity that involves customers or clients coming to the unit (including but not limited to day care and adult care) or the delivery or storage of inventory or equipment.

12. 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.)

13. 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.

14. The landlord utilizes a tenant screening service to verify information and obtains credit reports to verify financial information and civil and criminal records.

15. If the applicant is denied in whole or in part on information received from a tenant screening service or a consumer credit reporting agency, the applicant shall be notified. The name and address of the agency will be provided to allow the applicant to obtain a copy of the reports and correct any incorrect information.

16. If the applicant is approved, they will have two business days to accept the unit, pay the security/reservation deposit, and sign an *Agreement to Execute the Rental Agreement*. They will be required to sign a rental agreement in which they will agree to abide by the rules of the rental unit and/or apartment complex. A complete copy of our rental agreement is available for anyone who would like to review it. The applicant must choose a day to move-in and begin paying rent, no more than 15 days after paying the security/reservation deposit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next complete application will be processed. Failure to execute the rental agreement will result in the forfeiture of the application fee and reservation deposit.

17. An application screening charge of \$55.00 per applicant (18 and over) shall be paid at the time of application. This charge is nonrefundable if we have incurred any cost processing the application; or refundable, if a prior application is accepted.

**Income Criteria:**

Monthly income must be equal to three times stated rent\*, and must be from a verifiable, legal source. If applicant's monthly income is between two and three times the stated rent, applicant will be required to pay an additional security deposit or provide acceptable co-signers. Income below two times the stated rent may result in denial. \*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.

**Employment Criteria:**

1. Twelve months of verifiable employment will be required if used as source of income. Less than twelve months of verifiable employment will require an additional security deposit or acceptable co-signer. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- A. If employed, copies of at least two of the most recent pay stubs or an employer statement of earnings.
- B. If self-employed, applicants will be verified through state corporation commission, and will be required to submit records to verify their income, which may include the previous year's tax returns.
- C. If other income, copies of assistance checks, retirement investment reports, or other financial data that can prove source, amount, frequency, and duration of income.



### **Rental History Criteria:**

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required. Less than twelve months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three or more non-payment of rent notices within one year will result in denial of the application.
3. Three or more dishonored checks within one year 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 except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Poor references from previous landlords may result in denial of the applicant's application. Residency may be denied if previous landlords report significant levels of noncompliance activity, including but not limited to:
  - A. Repeated disturbance of the neighbors' peace.
  - B. Gambling, prostitution, drug dealing, or drug manufacturing.
  - C. Allowing persons/pets not on the rental agreement to reside on the premises.
  - D. Damage to the property beyond normal wear for which timely reimbursement by the tenant was not provided.
  - E. Violence or threats against landlords, other tenants, or neighbors.
  - F. Disabling a smoke or carbon monoxide alarm.
  - G. Smoking inside a rental unit governed by a no-indoor-smoking rule.
  - H. Failure to give proper notice when vacating the property.
6. Five years of eviction-free history is required except for general eviction judgements entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgement for the applicant will not be considered.

### **Credit Criteria:**

1. Negative or adverse debt or bankruptcy showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Three or more unpaid collections or charge offs (not related to medical expenses) will require an increased security deposit or result in denial of the application.

### **Criminal Conviction Criteria:**

1. 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.
2. 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.
3. 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:**

**1.** 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) as required by local, state and federal law, and:

**A.** Applicant has submitted supporting documentation prior to the public records search; or

**B.** 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.

Landlord will also perform an individualized assessment if no supplemental information is received as required by any local, state or federal law.

**2.** 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.

**C.** Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

<b>Page 1 of 4</b>		Requested Move-In Date		Date of Application	
Your First Name		Middle Initial	Last Name		
Previous names, aliases, or nicknames used:					
Phone #		Email			
Rental Property Address			City	State	Zip
<input type="checkbox"/> I am applying for residency <input type="checkbox"/> I am applying as a co-signer for:					

OTHER APPLICANTS		
List <b>all other</b> applicants <u>18 years or older</u> who wish to reside at the rental property address above.		
First Name	Middle Initial	Last Name
First Name	Middle Initial	Last Name
First Name	Middle Initial	Last Name
First Name	Middle Initial	Last Name

RESIDENTIAL HISTORY					
Current			Past		
Address			Address		
City	State	Zip	City	State	Zip
Move-In Date			Move-In Date	Move-Out Date	
Rent or Own?	Monthly Payment \$		Rent or Own?	Monthly Payment \$	
Landlord			Landlord		
Landlord Phone #			Landlord Phone #		
Reason for Moving			Reason for Moving		

EMPLOYMENT DETAILS					
Current			<input type="checkbox"/> Past <input type="checkbox"/> Additional Current		
Employer			Employer		
Address			Address		
City	State	Zip	City	State	Zip
Phone #			Phone #		
Gross Monthly Wages \$			Gross Monthly Wages \$		
Position Held			Position Held		
Start Date			Start Date	(End Date)	
Supervisor			Supervisor		
Additional Current Income					
Monthly Income \$			Source		
Monthly Income \$			Source		



<b>Page 2 of 4</b>			Date of Application		
Your First Name		Middle Initial	Last Name		
Rental Property Address			City	State	Zip

<b>PERSONAL INFORMATION</b>	
Your Date of Birth	Social Security #
Driver's License #	Driver's License State of Issue

<b>DEPENDENTS</b>		
List <b>all</b> individuals <u>under 18 years</u> anticipated to reside at the rental property address above.		
First Name	Middle Initial	Last Name
Relationship to Applicant		Date of Birth
First Name	Middle Initial	Last Name
Relationship to Applicant		Date of Birth
First Name	Middle Initial	Last Name
Relationship to Applicant		Date of Birth
First Name	Middle Initial	Last Name
Relationship to Applicant		Date of Birth

<b>ANIMALS</b>			
Name	Type	Weight (lbs)	Age
Name	Type	Weight (lbs)	Age
Name	Type	Weight (lbs)	Age

<b>VEHICLES (list all vehicles owned by household)</b>				
Make	Model	Color	License Plate	Year
Make	Model	Color	License Plate	Year
Make	Model	Color	License Plate	Year
Make	Model	Color	License Plate	Year
Make	Model	Color	License Plate	Year
Make	Model	Color	License Plate	Year

<b>CONTACTS (persons outside household)</b>				
<b>Person to Contact in the Event of an Emergency</b>				
First Name	Middle Initial	Last Name		
Address		City	State	Zip
Phone #	Email			
Relationship to Applicant				
<b>Person to Contact in the Event of My Death</b>				
First Name	Middle Initial	Last Name		
Address		City	State	Zip
Phone #	Email			
Relationship to Applicant				





<b>Page 3 of 4</b>			Date of Application	
Your First Name	Middle Initial	Last Name		
Rental Property Address	City	State	Zip	

**QUESTIONS**

Have you read "Application Screening Criteria for Residency"?

Have you seen the inside of this unit in person?

Have you ever filed for bankruptcy?

Have you ever been evicted?

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 \_\_\_\_\_  
MM/DD/YYYY

Offense \_\_\_\_\_

Who \_\_\_\_\_ Where \_\_\_\_\_ When \_\_\_\_\_  
MM/DD/YYYY

Offense \_\_\_\_\_

Who \_\_\_\_\_ Where \_\_\_\_\_ When \_\_\_\_\_  
MM/DD/YYYY

Offense \_\_\_\_\_

Are you or anyone who will be residing in the unit required to register as a Sex Offender?

Do you smoke?

Do you have an aquarium or any other water filled furniture?

Do you have a musical instrument?

Do you have pets of any kind?

Do you have renter's insurance?

**ADDITIONAL INFORMATION**

Is there anything else you would like to share with us?

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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SIGN NEXT PAGE →



<b>Page 4 of 4</b>			Date of Application	
Your First Name	Middle Initial	Last Name		
Rental Property Address		City	State	Zip

**RELEASE OF INFORMATION**

By signing your name below, you acknowledge to have received, read, and agree to the terms outlined in the Application Screening Criteria for Residency; and declare that all your statements in this application are true and complete. By submitting this application, you are directing and authorizing Premium Property Management, Inc. to verify this information and obtain additional background information about you through any means, including using a third party consumer agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, personal and professional references, employers and other rental housing owners. If you fail to answer any question or give false information, Premium Property Management, Inc. may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. You further direct and authorize Premium Property Management, Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information. You have a right to a refund of the screening charge within 30 days if the unit is filled before screening, or if the screening was never conducted or ordered before you withdrew your application in writing; you also have a right to a \$250 fine if the Housing Provider fails to comply or takes your money but fails to conduct a screening or a refund of the screening charge within 30 days. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment. You also acknowledge that our privacy policy is available to you.

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***No marijuana, medical or otherwise, may be grown, stored, or consumed on the premises.***

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**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

