

Property Address: _____

Date received: _____ **Time received:** _____ ☐ a.m. ☐ p.m.

OWNER/AGENT TO COMPLETE UPON RECEIPT OF APPLICATION

_____ # of units available (of the type and in the area) that will be available for rent in the near future by this owner.

_____ # of applications previously accepted and remaining under consideration for those units.

(If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.)

Examined picture identification? ☐ Yes ☐ No **Type of identification?** _____

Owner/Agent uses the following Screening Criteria: ☐ Low Barrier ☐ Landlord Choice/Individual Assessment

Financially Responsible Applicant? ☐ Yes ☐ No

Applicants may include Supplemental Evidence for consideration, in order to mitigate potentially negative screening results. Refer to Screening Disclosures below and the Application Screening Guidelines and Information Release form provided by Owner/Agent for a recitation of criteria for residency, the evaluation process, and the amount of a screening charge, if any.

Applicants are strongly encouraged to review the following information from the Portland Housing Bureau (PHB):

1) PHB Statement of Applicant Rights & Responsibilities:

<https://www.portland.gov/sites/default/files/2020-01/notice-30.01.086.c.3.c-application-and-screening-rights-and-responsibilities.pdf>

2) City Notice to Applicants for requesting a Reasonable Accommodation or Modification:

<https://www.portland.gov/sites/default/files/2020-01/notice-30.01.086.c.3.b-modification-or-accommodation.pdf>

RENT, DEPOSIT, AND FEE DISCLOSURE (Amounts listed below may be subject to change before the Rental Agreement is executed)

☐ If checked, the above-referenced unit is ADA accessible as a Type A Unit in accordance with the Oregon Structural Building Code and ICC A117.1, providing accessibility for wheelchair users throughout the unit.

Monthly Rent: \$ _____ **Security Deposit:** \$ _____ **Other Deposit:** \$ _____

DEPOSITS MAY INCREASE IF APPLICANT IS UNABLE TO MEET ONE OR MORE OF OWNER/AGENT'S SCREENING CRITERIA.

☐ If checked, **Renter's Insurance is required** – Tenant is required to maintain minimum of \$100,000 liability coverage and list Owner/Agent as Interested Party. If Tenant(s) combined household income falls at or below 50% of the median for the area, Renter's Insurance may not be required. Owner/Agent is also responsible to maintain their own insurance policy and may not "self insure" if Renter's Insurance is to be required. Owner/Agent must provide proof of property insurance to Tenant upon request.

Owner/Agent may charge the following:

- Late payment of Rent charge of \$ _____
- Smoke alarm and carbon monoxide alarm Tampering Fee of \$250.
- Dishonored Check Fee of \$35 plus amount charged by bank.
- Early Termination of Lease Fee not to exceed 1-1/2 times the monthly Rent, or actual damages at the option of Owner/Agent.
- Owner/Agent may charge the following Noncompliance Fees after first giving a Written Warning Notice of initial violation if noncompliance occurs within one year: \$50 Fee for 2nd violation, and \$50 plus 5% of current Rent for each subsequent violation. 1. Failure to clean up animal waste, garbage, rubbish or other waste. 2. Parking violation or other improper use of vehicle.
- Owner/Agent may charge a Fee for keeping on the premises an unauthorized pet capable of causing damage. Fee may be assessed for repeat violations that occur as early as 48 hours after the Effective Date of Written Warning Notice, and for each subsequent violation within one year of issuance of Written Warning. Fee not to exceed \$250 per violation.
- Owner/Agent may charge a Fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area of the premises. Fee may be assessed for repeat violations that occur as early as 24 hours after the Effective Date of a Written Warning Notice, and for each subsequent violation within one year of issuance of Written Warning. Fee not to exceed \$250 per violation.

PERSONAL INFORMATION

The Portland Housing Bureau requires Applicants be allowed an opportunity to disclose a mobility or other disability. This is voluntary.

☐ **Disabled, not mobility-related.**

☐ **Mobility Disabled.** "Mobility Disabled" with respect to a person, means a Disability that causes an ongoing limitation of independent, purposeful, physical movement of the body or one or more extremities and requires a modifiable living space because of, but not limited to, the need for an assistive mobility device.

Applicant Name: _____ **Telephone:** () _____ - _____

First Middle Last

Email Address: _____ **Cellular Number:** () _____ - _____

S.S. #: _____ **Birth Date:** _____ **Driver's License, State and #:** _____

1) Current Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Since: _____ **Why are you moving?** _____

Current Landlord: _____ **Rent Amount:** \$ _____ **Telephone:** () _____ - _____

2) Previous Address: _____ **City:** _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Why did you move?** _____

Previous Landlord: _____ **Telephone:** () _____ - _____

3) Previous Address: _____ **City:** _____ **State:** _____ **Zip:** _____

From: _____ **To:** _____ **Why did you move?** _____

Previous Landlord: _____ **Telephone:** () _____ - _____

Have you ever: Been Evicted? ☐ Yes ☐ No Been sued by 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:

Please list all household animals.

Animal #1 - Type: _____ **Size:** _____ **Weight:** _____ **Ever injured anyone or damaged anything?** ☐ Yes ☐ No

Animal #2 - Type: _____ **Size:** _____ **Weight:** _____ **Ever injured anyone or damaged anything?** ☐ Yes ☐ No

OUTSTANDING DEBTS – If you are a non-financially responsible Applicant, do not fill out this section.

Please list below all outstanding past due payment obligations and/or collections accounts.

EMPLOYMENT/INCOME - If you are a non-financially responsible Applicant, do not fill out this section.

- 1) Current 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
- Other Income (per month): \$ _____ Source: _____ Telephone: () _____
Other Income (per month): \$ _____ Source: _____ Telephone: () _____

REFERENCES

- 1) Relative: _____ Telephone: () _____
2) Emergency Contact: _____ Telephone: () _____
3) Personal Reference: _____ Telephone: () _____

PERSONAL PROPERTY

- 1) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
2) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
3) Other: Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Trampoline? ☐ Yes ☐ No Water-filled Furniture? ☐ Yes ☐ No Fish Tank or Aquarium? ☐ Yes ☐ No

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

NONDISCRIMINATION POLICY

- We do business in accordance with Fair Housing Law.
- We do not discriminate among Applicants based on membership in a protected class including, race, color, religion, sex, sexual orientation, national origin, disability, marital status, familial status, source of income, or any other protected class as defined in any federal, state, or local law.

APPLICANT SCREENING CHARGE DISCLOSURE

- 1) Owner/Agent may obtain a credit report, or a Tenant Screening Report which generally consists of:
- Credit history including credit report;
 - Public records, including but not limited to judgments, liens, evictions and status of collections accounts;
 - Current obligations and credit ratings; and/or
 - Criminal records or other information verification.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge, \$ _____, some of which is refundable unless the Owner/Agent does not screen the applicant. This application is valid for up to 60 days from date of receipt by Owner/Agent.
- 3) Any charges imposed upon Owner/Agent by a Homeowner or Condominium Association for anyone who moves into or out of a unit within the association, may be passed through to the Tenant(s) for payment as allowed by law. Current Fee is \$ _____.
- 4) If the mail receptacle associated with the Dwelling Unit is a locking type, Tenant(s) are solely responsible for the Fees charged by the Postmaster for the re-keying of the box should a key not be provided by the Owner/Agent or if the mail box has not been re-keyed between tenancies.

If an Application or a group of Applications is/are approved, Applicant(s) will have _____ business days to either execute a Rental Agreement, pay all moneys due, and take possession of the unit if the unit is rent-ready. If the unit is not rent-ready, Applicant must submit the Security Deposit in full within the above-referenced time frame, and sign a Deposit to Hold Agreement in order to secure their right to rent the unit. Failure to follow through within the time frame indicated will be deemed a refusal of the unit, and Applicant(s) will lose their place in line. Rent accrues from the date the property is ready or the date of approval, whichever comes first, regardless of when Applicant/Tenant moves into the Dwelling Unit. Applications are valid for 60 days from the date of submission for any properties owned or managed by Owner/Agent.

In the event an Application is denied and subsequently approved upon appeal, the Application is valid for a period of three months from the Date of Approval. If the unit applied for has been rented to another Applicant, the Applicant will be contacted by Owner/Agent in the event another similar unit becomes available within that time frame. Contact will be made by email, phone or certified mail to offer the unit within a deadline of 48 hours for Applicant to respond and declare their intent to rent the unit. Upon acceptance of the substitute unit, Applicant(s) will have _____ business days to either execute a Rental Agreement, pay all moneys due, and take possession of the unit, or submit the Security Deposit in full and sign a Deposit to Hold Agreement. Failure to follow through with these requirements will be deemed a refusal of the unit, and Applicant(s) will lose their place in line.

Owner/Agent may refuse to accept an Application under the following circumstances:

- Application is incomplete
- Applicant fails to provide information to confirm identity or income
- Applicant has intentionally withheld or misrepresented required information.
- Applicant has verifiable repeated violations of the Rental Agreement with the same Landlord. Most recent violation must have occurred within the past 365 days from the date the Application is submitted, and past Landlord must provide copies of the violation notices.

I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an Applicant Screening Charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Screening Guidelines. I understand that I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency.

No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.

Applicant/Tenant Signature _____

Date _____





Portland Housing Bureau

Rental Services Office

Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

portlandoregon.gov/phb/rso

Rental Services Helpdesk Hours

MON, WED, FRI 9–11am and 1–4pm

Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord/tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [portland.gov/rso] or by contacting the Rental Services Office at (503) 823-1303 or rentalservice@portlandoregon.gov

Residential Rental Unit Registration

- Portland City Code 7.02.890

Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance



Mandatory Renter Relocation Assistance

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)

SAMPLE



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngụ hoặc Phiên Dịch | 翻译或传译
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda
الترجمة الشفوية والشفوية | ການປຸງສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.

SAMPLE

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