



PROPERTY NAME / NUMBER Parkview Apartments

UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_

DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ SCREENING CHARGE \$ 45.00

OWNER / AGENT Courtyard Properties PHONE (503) 236-0011

STREET ADDRESS 1640 NE Irving Street, Portland, OR 97232

SMOKING POLICY:  SMOKING ALLOWED - ENTIRE PREMISES  SMOKING PROHIBITED - ENTIRE PREMISES  
 SMOKING ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

**APPLICANT FULL LEGAL NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ APPLICANT PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

GOVERNMENT ISSUED PHOTO I.D. TYPE \_\_\_\_\_ # \_\_\_\_\_ / STATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CURRENT STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_

**CURRENT LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** ( \_\_\_\_\_ ) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT FORMER STREET ADDRESS** \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

**FORMER LANDLORD NAME** \_\_\_\_\_ **LANDLORD PHONE** ( \_\_\_\_\_ ) \_\_\_\_\_

STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS** \_\_\_\_\_

**CURRENT EMPLOYER** \_\_\_\_\_ **PHONE** ( \_\_\_\_\_ ) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? (DATE HIRED) \_\_\_\_\_

GROSS MONTHLY INCOME \$ \_\_\_\_\_

**OTHER MONTHLY INCOME:** SOURCE \_\_\_\_\_ \$ \_\_\_\_\_ / SOURCE \_\_\_\_\_ \$ \_\_\_\_\_

**ARE YOU SELF-EMPLOYED?**  YES  NO

**PREVIOUS**  **ADDITIONAL EMPLOYER** \_\_\_\_\_ **PHONE** ( \_\_\_\_\_ ) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_

IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME \$ \_\_\_\_\_

**THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.**

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

DEPOSITS

SECURITY DEP. MINIMUM \$ \_\_\_\_\_

SECURITY DEP. MAXIMUM \$ \_\_\_\_\_  
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

**Deposit per pet** \$ 200.00

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

INSURANCE

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF \_\_\_\_\_

MINIMUM INSURANCE AMOUNT: \$ \_\_\_\_\_  
(\$100,000 IF LEFT BLANK)

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS

NAME	DATE OF BIRTH	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

VEHICLES

OTHER

**ANIMALS** (SUBJECT TO APPROVAL BY MANAGEMENT): How many animals will be residing in this unit? \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

DO YOU INTEND TO USE:  WATERBED  AQUARIUM  MUSICAL INSTRUMENT \_\_\_\_\_

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

BANK(S) \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT IN CASE OF DEATH \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_

**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 \_\_\_\_\_

WHAT \_\_\_\_\_

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? \_\_\_\_\_

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE?  YES  NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? \_\_\_\_\_

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

**SCREENING COMPANY OR CREDIT REPORTING AGENCY**

COMPANY NAME Advanced Reporting PHONE (888) 375-0451

ADDRESS P.O. Box 12398, Salem, OR 97309

EMAIL \_\_\_\_\_

If the application is approved, applicant will have 72 hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

**GOOD FAITH ESTIMATE**

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: \_\_\_\_\_ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

SIGNATURE

*I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.*

APPLICANT X \_\_\_\_\_ DATE \_\_\_\_\_  PHOTO I.D. VERIFIED BY \_\_\_\_\_ (INITIALS)

OWNER/AGENT X \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_

OWNER/AGENT NOTES \_\_\_\_\_

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# CRITERIA FOR RESIDENCY

## Resident Screening and Selection Process

This document defines the process used to select residents. Courtyard Properties is an Equal Opportunity Housing provider.

### OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in the home. A bedroom is defined as a habitable space within the premises with at least one window and a closet for clothing, used primarily for sleeping.
2. Two persons are allowed, per bedroom, plus one additional occupant.

### APPLICATION PROCESS

1. Complete an application for residency. A separate application for each adult is required.
2. Pay the nonrefundable screening fee of \$45.00 per application.
3. The application verification process may take at least two business days. Please provide proof of income (current pay stub or tax return) with your application to expedite the process.
4. Once the application(s) is approved, all applicants are required to sign the Rental Agreement and pay the required security deposit and any additional deposits.
5. The amount of the security deposit is based on the screening results and is one of the following: one-half month's rent, one month's rent, or two months' rent. Security deposits are based on the scheduled rent prior to deducting any discounts or specials.

### GENERAL REQUIREMENTS (Each adult is required to qualify individually)

1. Photo identification for each adult applicant. Photocopy will be kept on file.
2. A complete and accurate application that lists the current address. Incomplete applications will not be accepted.
3. Applicants must be eighteen (18) years of age or older or, if under the age of eighteen (18), the applicant(s) must be married, emancipated, or (a and/or b):
  - a. Pregnant with a child who will live in the primary applicant's physical custody;
  - b. The parent of a child(ren) living in the physical custody of the applicant(s)

### INCOME REQUIREMENTS (Applications are denied if income cannot be verified)

1. Monthly household income of at least three (3) times the scheduled monthly rent. A security deposit equal to a full month's rent or a qualified co-signer with a verifiable income of at least five (5) times the scheduled monthly rent is required when the household monthly income is not three (3) times the scheduled monthly rent.
2. Some form of verifiable income for each applicant. Verifiable income may include, but is not limited to, a current paycheck stub; bank accounts; alimony / child support; trust accounts; Social Security, unemployment, welfare and/or retirement benefits; student grants / loans. Applicants with no verifiable source of income may show proof of having at least six (6) months of living expenses on hand or may be required to pay a security deposit of two (2) times the monthly scheduled rent.
3. Self-employed applicants are required to provide copies of the previous year's federal income tax returns.

### RENTAL REQUIREMENTS

1. Three (3) years of eviction-free rental history (Eviction actions that have been dismissed or resulted in a judgment for the applicant are excluded). Rental history that demonstrates residency but does not include a landlord reference requires a security deposit of two (2) times the monthly scheduled rent.
2. A co-signer or a security deposit equal to a full month's rent is required when rental history cannot be verified by a current landlord or home ownership but can be verified by parents, student housing or military housing.
3. Home ownership is verified through the county tax assessor's office. Home ownership negotiated through a land sale contract is verified through the contract holder.
4. Applicants with a history of three (3) 72-hour (or 144-hour) notices within a period of one (1) year are required to pay a security deposit equal to a full month's rent. Applications from applicants who have received four (4) or more 72-hour (or 144-hour) notices within a period of one (1) year will be denied.
5. Applications from applicants with a past due balance to any landlord will be denied, excepting: an application will be accepted if the applicant can verify that the past due amount(s) has been paid, no additional negative information has been documented and the applicant agrees to pay a security deposit of two (2) times the monthly scheduled rent.
6. Applications are denied when there is a confirmed history of noise or disturbance complaints and/or the former landlord will not re-rent to the applicant.

### CREDIT REQUIREMENTS (Credit reports are obtained for all applicants)

1. A security deposit equal to a full month's rent is required when there is outstanding bad debt exceeding \$500.00, not medically or student loan related, or bankruptcy has been filed within one (1) year from the date of the application.
2. Six (6) or more unpaid collections, not medically or student loan related, will result in denial of the application.

3. Delinquent or past due mortgage payments without other bad debt (as defined in nos. 1 and 2, above) require a security deposit equal to a full month's rent.

#### CRIMINAL CONVICTION CRITERIA

Upon receipt of an application and screening fee, Courtyard Properties conducts a search of public records to determine whether the applicant has been convicted of, pled guilty to, or no-contest to, any crime. Applicants will be denied based on the following criteria:

A conviction, guilty plea, no-contest plea or pending prosecutions for:

- A) Any felony involving serious injury or death, class A felony involving kidnapping, arson, rape, sex crimes and/or child sex crimes where the date of disposition, release or parole is within the last 20 years.
- B) Any class A felony (not included in section A, above) involving drug related crimes (possession, sale, manufacture, delivery or possession with intent to sell), person crimes, sex offenses, financial fraud, burglary, robbery, extensive property damage, animal abuse, weapons charges where the date of disposition, release or parole is within the last 10 years.
- C) Any class B felony involving drug related crimes (possession, sale, manufacture, delivery or possession with intent to sell), person crimes, sex offenses, financial fraud, burglary, theft, property damage, animal abuse, weapons charges where the date of disposition, release or parole is within the last 7 years.
- D) Any class C felony involving drug related crimes (possession, sale, manufacture, delivery or possession with intent to sell), person crimes, sex offenses, financial fraud, burglary, theft, criminal mischief, coercion, animal abuse where the date of disposition, release or parole has occurred in the last 5 years.
- E) Class A/B misdemeanor for drug related crimes (possession, sale, manufacture, delivery or possession with intent to sell), person crimes, sex offenses, financial fraud, theft, property damage, animal abuse, weapons charges, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, possession of burglary tools where the date of disposition, release or parole has occurred in the last 3 years.

Residences are not held awaiting resolution of pending charges.

#### DISABLED ACCESSIBILITY

Existing premises are allowed to be modified at the full and complete expense of the disabled resident if the resident agrees, in writing, to restore the premises, at his/her own expense, to the original condition. Resident is required to provide:

- A) A written request to perform the modification(s)
- B) Reasonable assurance (in writing) that the work will be performed in a workmanlike manner
- C) Reasonable details (in writing) regarding the extent of the work to be completed
- D) Names of qualified contractors that will be used to make the modifications
- E) Appropriate building permits and required licenses for review by Courtyard Properties

#### DENIED APPLICATION POLICY

You have the right to dispute the accuracy of any information a screening service or credit reporting agency provides to Courtyard Properties. If your application is denied due to information received during the screening process you have a right to contact the screening company that supplied the information. Advanced Reporting is the screening company that will process your application. Advanced Reporting's name will be printed on the acceptance or denial letter.

Advanced Reporting  
P.O. Box 12398  
Salem, OR 97309  
888-375-0451

Please Note:

- Incomplete, inaccurate or falsified information is grounds for denial of an application.
- Applications from any person who uses illicit drugs shall be denied.
- Applications from any individual whose residency may constitute a direct threat to the health or safety of any individual, or whose tenancy may result in physical damage to the property of others, will be denied.
- Applications and background screening are valid for sixty (60) days from the date of submission. An updated application/background screening will need to be obtained (with costs paid by the applicant(s)) if an applicant fails to execute a rental agreement within the sixty (60) day period.
- The Criteria for Residency are applicable throughout the duration of residency. Courtyard Properties reserves the right to update its records at any time to confirm continued eligibility for residency.

If your application has been denied and you feel you qualify as a resident under the criteria described above, please write to:

Equal Housing Opportunity Manager  
Courtyard Properties  
2455 NW Marshall Street, Suite 1  
Portland, OR 97210

Please request a review of your file and list the reason(s) you believe your application should be re-evaluated.  
Rev. 08/2015