



OFFICE USE ONLY

NEW MOVE-IN     OCCUPANT TURNING 18     ADD/REMOVE ROOMMATE     TRANSFER

PROPERTY NAME / NUMBER Winston Apartments 568

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

DATE UNIT WANTED \_\_\_\_\_ UNIT RENT \$ \_\_\_\_\_ NON-REFUNDABLE SCREENING CHARGE \$ \_\_\_\_\_  
MM/DD/YYYY

OWNER / AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER / AGENT ADDRESS \_\_\_\_\_

SMOKING POLICY:  ALLOWED - ENTIRE PREMISES     PROHIBITED - ENTIRE PREMISES     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 (\_\_\_\_\_) \_\_\_\_\_  
MM/DD/YYYY

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

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_  
MM/DD/YYYY

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

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

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

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

**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? \_\_\_\_\_

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)

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

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

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

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

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

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)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(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 #
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____

VEHICLES

OTHER

IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? \_\_\_\_\_

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

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

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

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

DO YOU HAVE RENTER'S INSURANCE?  YES  NO

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

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

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

**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

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 \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

If the application is approved, applicant will have \_\_\_\_\_ 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  DATE \_\_\_\_\_  PHOTO I.D. VERIFIED BY \_\_\_\_\_ (INITIALS)

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

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

INCOME PROPERTY MANAGEMENT COMPANY INC.  
SCREENING CRITERIA #1

**Income Property Management Company** is proud to be in total compliance with Federal, State, County and City Fair Housing laws and guidelines.

**CITIZENSHIP DOCUMENTATION REQUIREMENT** – Due to screening requirements for criminal and credit histories, only US Citizens or those non-citizens legally in the country are qualified for residency. The following documentation must be submitted and verified prior to being qualified for residency:

- Positive government issued identification with a picture will be required
- Applicants must disclose, and provide proof of, valid social security numbers
- Applicants without valid social security numbers must provide other documentation establishing proof of lawful residency in the United States, excluding TIN (individual taxpayer identification numbers)

Failure to provide sufficient documentation will result in the denial of your application.

**OCCUPANCY POLICY** – Two (2) persons are allowed per bedroom. More occupants may be allowed in certain units if the size of the bedrooms or other physical features of the particular unit make this occupancy limit unreasonable.

**SECURITY DEPOSIT** – If you meet the rental screening criteria and your application comes back from the screening company as approved a security deposit equal to one month's rent will be required. If you meet the rental screening criteria and your application is approved with conditions, you will be required to pay a security deposit equal to one month's rent and have a fully qualified co-signer or be required to pay a security deposit equal to 1 ½ times the monthly stated rent. If you fail to meet our screening criteria your application will be denied.

**EMPLOYMENT/INCOME** – Gross income must be at least three (3) times the resident's portion of monthly stated rental amount. Income is calculated per household. We will consider all legal and verifiable sources of income.

Current employment verification:

- Two (2) months of your most current pay stubs
- A verifiable job offer

Self-employment verification:

- A six (6) month minimum of banking statements showing an average balance of three (3) times the resident's portion of monthly rent

Unemployed/Other income verification:

- A verifiable (liquid) checking or savings account with a minimum balance of three (3) times the resident's portion of monthly rent
- Other regular, legal and verifiable source such as alimony, child support, social security, disability or other assistance payments
- Unemployment payments equal to three (3) times the resident's portion of monthly rent with six (6) months remaining of verifiable benefits

Applicants may also provide a housing choice voucher, any local, state or federal housing assistance or any other proof of income, to be included in the calculation of income.

A security deposit with a qualified co-signer or a security deposit of 1 ½ times the monthly stated rent will be required if applicant has verifiable income below three (3) times the monthly rent but above one (1) times the monthly rent.

Applicants with income below one (1) times the monthly rent, unverifiable income or no source of income will be denied.

**RENTAL HISTORY** – Within the last three (3) years, a minimum of six (6) months positive, verifiable rental history from a neutral third party, not a friend or family member, will be required. Proof of home ownership may be used in lieu of rental history.

- We will go back three (3) years on rental references, rental gaps and unreported addresses that appear on a credit report or are otherwise discovered.
- If during this review of the preceding three (3) years we are unable to obtain six (6) months of positive verifiable rental history from a neutral third party, we will then be required to go back five (5) years to obtain a minimum of six (6) months positive rental history. If there is no rental history within a five (5) year period, a security deposit with a qualified co-signer or a security deposit of 1 ½ times the monthly stated rent will be required.
- Unpaid balance(s) from prior landlord(s) over \$500 will result in a denial. A total balance under \$500 is acceptable if applicant provides certified proof of a payment plan. No unit will be held awaiting the confirmation of payment or payment plan.
- A negative landlord reference regarding non-payment of rent, late rent payment, noise or disturbance or any other violation of the rental agreement is an immediate denial if there are three (3) or more individual or combined violations in any 12 month period within the last five (5) years.
- Any Forcible Entry & Detainer (FED/Eviction) on an applicant's record within the past five (5) years, except those that were dismissed or resulted in a general judgment for the applicant prior to the date of the application, is an immediate denial.

**CREDIT HISTORY** – An acceptable credit rating is defined as 80% of accounts current (not including unpaid medical expenses).

- If the applicant does not meet the above acceptable credit rating, or has no credit history, a security deposit with a qualified co-signer or a security deposit of 1 ½ times the monthly stated rent will be required.
- A bankruptcy within the last 12 months will not be an immediate denial, if there has been negative credit since then a security deposit with a qualified co-signer or a security deposit of 1 ½ times the monthly stated rent will be required.
- A foreclosure on an owner occupied personal residence will be counted as negative credit and will require a security deposit with a qualified co-signer or a security deposit of 1 ½ times the monthly stated rent.

**CRIMINAL HISTORY** – Upon receipt of the rental application and screening charge, the landlord will conduct a search of public records to determine whether the applicant or any proposed occupant of the unit has charges pending for, been convicted of, pled guilty or no-contest to any 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 the 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 or the landlord.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest pleas on the applicant's record, landlord may increase the number of years by adding together the years in each applicable category. Landlord will not consider expunged records. Dates are calculated from the date of disposition.

1. Felonies involving: murder, manslaughter, arson, rape, kidnapping, sex crimes, or manufacturing or distribution of a controlled substance, will result in immediate denial with no time frame unless you provide evidence acceptable to us that you have been crime free for at least 10 years since the later of: a) the date of release from incarceration; or b) completion of parole.
2. 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 the 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 seven (7) years will result in a denial.
3. Misdemeanors involving: drug related crimes, person crimes, sex offences, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last five (5) years will result in a denial.
4. Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which the 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 three (3) years will result in a denial.
5. Two (2) or more misdemeanor offenses related to DUI (driving under the influence), DUII (driving under the influence of intoxicants) and DWI (driving while intoxicated), where the dates of disposition have occurred in the last three (3) years will result in a denial.
6. Ever been convicted of any crime that would require registration as a sex offender under the laws of any state: immediate denial with no time frame.

**OTHER REASONS FOR IMMEDIATE DENIAL OR SUBSEQUENT TERMINATION OF RENTAL AGREEMENT:**

- Failure to meet the requirements of two (2) out of three (3) screening conditions; Employment/Income, Rental History, or Credit History.
- Any information that is provided on the rental application that is falsified, incomplete or materially inaccurate.
- Any verifiable information provided to Landlord indicating that applicant's residency would constitute a direct threat to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others.
- Any applicant not legally able to enter into a binding contract, rental or lease agreement.
- If you have been trespassed or excluded from an IPM Co managed building, in the last five (5) years.

If you feel you qualify as a resident based on the criteria stated above and you were denied residency, please contact the screening company that supplied the information to discuss your application.

Income Property Management Co. complies with Federal Fair Housing Laws prohibiting discrimination on the basis of race, color, religion, national origin, sex, familial status, and disability in the admission or access to, or treatment or employment in its housing programs and activities. IPM Co. is also Fair Housing compliant regarding State, County and City definitions of protected classes. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

IPM Compliance Director, Fair Housing/504 Coordinator 721 S.W. Oak Street, Suite 100, Portland, OR 97205 Phone 503-223-6327 ~ Fax 503-223-3843 ~ TTY 1-800-735-2900

Revised 07/01/2015

