

**PART 1 | Applicant Screening Policies**

Date: \_\_\_\_\_

Applicant's Initials: \_\_\_\_\_

**APPLICATION PROCESS**

- We offer application forms to everyone who inquires about the rental property.
- We review completed applications in the order in which we receive them.
- A completed application consists of (1) signed and completed application form (2) signed employer release form when applicable, (3) signed current landlord release form when applicable.
- We require a \$40.00 applicant screening charge per applicant before starting the application process, in the form of cash or money order.
- Upon approval of an application a deposit will be required to hold an apartment.
- If we are unable to verify information on an application, the application may be denied.

**APPLICANT SCREENING PROCESS****Complete Application**

- All applicants must submit individual applications
- We will not review incomplete applications
- We will accept the first qualified applicant(s).

**Identification**

- All applicants must show two pieces of identification. One must include a photograph of the applicant.

**Credit/Criminal/Public Records Check**

- A credit check and/or criminal/public records check will be performed.
- Negative reports may result in a denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of a felony or the illegal manufacture or distribution of a controlled substance may be denied tenancy.

**Occupancy Standards**

- A maximum of two persons per bedroom plus one for the unit will be the maximum number of occupants per unit.

**Prior Rental History**

- Joint rental references required.
- Rental history of two years must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.

**Sufficient Income/Resources**

- Net household income must be at least three times the rent (excluding utilities.)
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Exceptions may be made for applicants with increased security deposits.

**Insurance**

- Renters Insurance will be required by all renters.



**PART 2 | Rental Verification**

To: \_\_\_\_\_

Re: \_\_\_\_\_

Did \_\_\_\_\_ live at \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_?

- 1) Was this person(s) on a rental agreement? . . . . .  YES       NO
- 2) Was there anyone else on the rental agreement with him/her? . .  YES       NO
- 3) Did he/she give a written 30 day notice? . . . . .  YES       NO
- 4) What was his/her monthly rental payment? . . . . . \$\_\_\_\_\_ per month.
- 5) Did he/she pay on time as agreed? . . . . .  YES       NO
- 6) Did he/she have any late payments? . . . . .  YES       NO
- 7) Did he/she have any 72 hour notices? . . . . .  YES       NO
- 8) Did he/she have any returned checks? . . . . .  YES       NO
- 9) Did he/she have any noise disturbances or complaints filed? . .  YES       NO
- 10) Did he/she take care of the property? . . . . .  YES       NO
- 11) Did he/she have any unauthorized person or pets? . . . . .  YES       NO
- 12) Was he/she evicted or asked to leave? . . . . .  YES       NO
- 13) Would you rent to this person(s) again? . . . . .  YES       NO
- 14) Is/Was there a balance owing? . . . . .  YES       NO
- 15) Are you a relative? . . . . .  YES       NO

**APPLICANT - FILL OUT SHADED AREA ONLY! - THEN RETURN TO QUAIL RIDGE APARTMENTS.**

*Thank you for your time and cooperation. We consider this information confidential. It will not be used by or given to anyone except our tenant screening personnel.*

**- Management**  
Quail Ridge Apartments

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**LANDLORD - Please email this completed form to [manager@quailridge.apartments](mailto:manager@quailridge.apartments)**





**PART 3 | Employment Verification**

To: \_\_\_\_\_

Re: \_\_\_\_\_

- 1) Is \_\_\_\_\_ employed by your company?     YES     NO
- 2)  Part time     Full time
- 3) Job title \_\_\_\_\_ Supervisor \_\_\_\_\_
- 4) Date of hire \_\_\_\_\_ Take home pay (per month) \$ \_\_\_\_\_
- 5) Pay periods, Check one:     Weekly     Bi-Weekly     Monthly

**APPLICANT - FILL OUT SHADED AREA ONLY! - THEN RETURN TO QUAIL RIDGE APARTMENTS.**

I, \_\_\_\_\_, hereby authorize you to release this information to Quail Ridge Apartments for the purpose of qualifying for housing.

\_\_\_\_\_  
Date

*Thank you for your time and cooperation. We consider this information confidential. It will not be used by or given to anyone except our tenant screening personnel.*

– **Management**  
Quail Ridge Apartments

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

**EMPLOYER** - Please email this completed form to [manager@quailridge.apartments](mailto:manager@quailridge.apartments)







PART 5 | Rental Application

Rental Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ Move-in Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Photo I.D.? \_\_\_\_\_ # of Units Available \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Middle Last

E-mail Address: \_\_\_\_\_ Cellular: \_\_\_\_\_

SSN #: \_\_\_\_\_ Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License/State ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_ # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Since: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Why are you moving? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Why are you moving? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_ Phone: \_\_\_\_\_

HAVE YOU EVER: Been Evicted?  Yes  No; Been sued by a Landlord?  Yes  No;  
Filed Bankruptcy?  Yes  No; Been convicted, or pleaded guilty/no contest to a crime?  Yes  No;

If you checked yes to any of the previous questions, please explain what occurred and when it occurred:  
\_\_\_\_\_  
\_\_\_\_\_

Current /  Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Take Home Pay (monthly): \$ \_\_\_\_\_  Full-Time /  Part- Time

Current /  Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Take Home Pay (monthly): \$ \_\_\_\_\_  Full-Time /  Part- Time

**Other Income** (monthly): \$ \_\_\_\_\_ Source \_\_\_\_\_ Phone: \_\_\_\_\_  
**Other Income** (monthly): \$ \_\_\_\_\_ Source \_\_\_\_\_ Phone: \_\_\_\_\_

• **Emergency Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Relationship \_\_\_\_\_

• **Personal Reference:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Relationship \_\_\_\_\_

• **Personal Reference:** \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address \_\_\_\_\_ Relationship \_\_\_\_\_

• **Automobile Make:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 License#: \_\_\_\_\_ State: \_\_\_\_\_

• **Automobile Make:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 License#: \_\_\_\_\_ State: \_\_\_\_\_

• **Other Vehicle/Boat Make:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 License#: \_\_\_\_\_ State: \_\_\_\_\_

**Do you own:** Water-Filled Furniture?  Yes  No Fish Tank or Aquarium?  Yes  No

**PETS** - Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_

Has the Pet ever injured anyone or damaged anything?  Yes  No

Comments & Explanations from Applicant: \_\_\_\_\_

For identification purposes only, please list names and dates of birth for all persons that will be occupying the unit.

\_\_\_\_\_  
 Name Date of Birth

\_\_\_\_\_  
 Name Date of Birth

\_\_\_\_\_  
 Name Date of Birth

\_\_\_\_\_  
 Name Date of Birth

**Monthly Rent:** \$ \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_

**NON-REFUNDABLE FEES:**

- Late Charge of \$ \_\_\_\_\_
- Smoke alarm, smoke detector or carbon monoxide alarm tampering fee of \$ \_\_\_\_\_
- Dishonored Check Fee: \$35.00 plus any charges bank imposes on Landlord
- Early lease termination (May not exceed 1½ times the monthly rent) of \$ \_\_\_\_\_
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for failure to clean up pet waste, garbage, rubbish or other waste from outside of the dwelling unit (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for improper use of vehicle within the premises (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for parking violations (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for smoking in a clearly designated nonsmoking unit or area of the Premises
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for keeping on the Premises an unauthorized pet capable of causing damage to persons or property, as described in ORS 90.405

**\*NOTE:** The foregoing noncompliance fees apply to a second violation. Third or subsequent violations will result in a noncompliance fee of \$ \_\_\_\_\_ (\$50.00 if left blank) plus 5% of the rent.

**The Landlord requires tenant to obtain and maintain renter's liability insurance in the amount of \$100,000 or more.**

**Screening Fee** of \$40.00 is required in cash or money order. (If paid, Applicant acknowledges receiving a copy of Landlord's application screening guidelines, and has been told the number of units available or that will be available in the near future for rent in the area and of the type sought by the Applicant and the number of applications accepted and under consideration for those units). \_\_\_\_\_ Applicants Initials: \_\_\_\_\_

**NOTICE:**

**Tenant Screening Entails the following:**

- Tenant Screening Service
- Public Records Search
- Employment Verification
- Credit Reporting
- Rental History Verification
- Personal Reference Verification

You have the right to dispute the accuracy of information provided by the tenant screening service or credit reporting agency who will be contacted for information concerning your application. Applicant agrees that an incomplete application may cause delays or result in denial of tenancy. Applicant certifies that the above information is correct and complete and by signing below applicant authorizes Landlord/Agent to obtain a tenant screening/credit report on Applicant.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

