



# HOMETOWN

## Property Management

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### RENTAL QUALIFICATION STANDARDS AND APPLICATION GUIDELINES FOR RESIDENCY

**PLEASE READ BEFORE COMPLETING RENTAL APPLICATION!**

Dear Applicant:

Thank you for considering **Hometown Property Management** in your search for a home to rent. All units are rented to the first qualified applicant.

#### **RENTAL APPLICATIONS GUIDELINES**

A separate rental application must be completed accurately, truthfully and as completely as possible by each person 18 years old or older who will reside on the property. There is a \$25 application fee per application. This must be paid at the time your application is turned in. Your application will not be processed without receipt of the application fee. If your application is turned in without the application fee and another application comes in before your application fee is paid the other application will be processed first.

The application screening process will take approximately 3 to 5 business days. After acceptance, the rental forms can be completed; rent/deposit/fees paid and keys delivered for immediate occupancy if the home is available for occupancy.

A unit cannot be held for more than thirty (30) days, unless it is currently occupied or the owner has approved. After notification of acceptance, applicant(s) has three (3) business days to sign the rental agreement and pay the first month's rent plus security deposit and any applicable fees. If holding a property for up to thirty (30) days, applicant(s) has two (2) business days to provide a holding fee of \$100.00 and to sign the agreement to hold a property. This holding fee is refundable if the property cannot be delivered to applicant for rent. If applicant decides not to rent the property for any reason, the holding fee is **NOT** refundable. Upon signing a rental agreement, the holding fee becomes part of the security deposit.

Screening your application includes calling your employer, former and current landlord, running a credit check, criminal history and public records check. By signing the application for tenancy, you have authorized these agencies to release information for us to evaluate your application. We use **Pacific Screening Inc.**, P.O. Box 25582, Portland, OR 97298; Phone 503-297-1941. If we deny tenancy based on information provided by that agency, you have the right to contact Pacific Screening Inc., directly to determine and dispute the accuracy of the information provided. We are not required to release or disclose information provided by such agency except as required by law.

#### **RENTAL QUALIFICATION STANDARDS**

Qualifying as a tenant is based on the following criteria:

1. Positive Identification. Applicant is required to provide picture ID, such as a driver's license or state issued ID card.
2. Inaccurate or falsified information will be grounds for denial of the application.
3. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
4. Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

#### **OCCUPANCY POLICY**

Occupancy is based on the number of bedrooms in a unit. Two (2) persons are allowed per bedroom.

#### **INCOME CRITERIA**

Net monthly income, per unit, must be a minimum of three (3) times the amount of rent and have been maintained a minimum of six (6) months.

#### **EMPLOYMENT CRITERIA**

1. Twelve (12) months of verifiable employment will be required if used as source of income.
2. Self employed applicants will be verified through state corporation commission; and may be required to submit the last year's tax returns.

#### **RENTAL CRITERIA**

1. Forty-eight (48) months of verifiable contractual rental history from a current third party landlord or home ownership is required.
2. Eviction FREE history is required.
3. Two (2) or more 72 hour notices within one year will result in denial of the application.
4. Two (2) or more NSF's within one year will result in denial of the application.
5. Rental history reflecting past due and unpaid rent will be denied.

#### **CREDIT CRITERIA**

1. Negative or adverse debt showing on consumer credit report may be ground for denial of the application or may require additional security deposits.
2. Three (3) or more unpaid collections (not medical related) will result in denial of your application.

#### **CRIMINAL CONVICTION CRITERIA**

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or plead guilty to or no-contest to, any crime.

1. A conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
2. A conviction, guilty plea or no-contest plea, where the disposition, release or parole have occurred within the last seven (7) years for; any other felony charges; or
3. A conviction, guilty plea or no-contest plea, where the date of disposition release or parole have occurred within the last seven (7) years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession with intent to sell), property damage or weapons charges; or
4. A conviction, guilty plea or no-contest plea, where the date of disposition or parole have occurred within the last three (3) years for; any B or C misdemeanor in the above categories or those involving criminal trespass I, theft, dishonesty or prostitution...

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.



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## Rental Application

P.O. Box 1624  
Rainier, OR 97048

**Please Note: Each possible tenant over 18 must fill out an application**

This application must be completed in full and must include signatures or it will be denied.

**There is an Application Screening Fee of \$25 per application due with each completed application.**

Date: \_\_\_\_\_ We require a copy of your Driver's License or visual proof at time of application. Received? \_\_\_ Yes / \_\_\_ No

Applicant's Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Any other names besides the ones listed above that you have EVER used (list most recent first): \_\_\_\_\_

Have you or any other person who will be occupying the unit been convicted of, or pled guilty or no contest to, any felony or misdemeanor? \_\_\_\_\_

Filed Bankruptcy? \_\_\_\_\_ Been Evicted? \_\_\_\_\_ Smoke? \_\_\_\_\_ List persons: \_\_\_\_\_

If yes on any please explain: \_\_\_\_\_

Provide the last 6 years of residential history (rental history and home ownership). Use the back or a separate sheet of paper if necessary.

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Property: \_\_\_\_\_ Apt #: \_\_\_\_\_ Landlord Tel #: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Amt. of Rent: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Property: \_\_\_\_\_ Apt #: \_\_\_\_\_ Landlord Tel #: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Amt. of Rent: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Property: \_\_\_\_\_ Apt #: \_\_\_\_\_ Landlord Tel #: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Amt. of Rent: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Occupation: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Mo. Salary: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Occupation: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Mo. Salary: \_\_\_\_\_

**VEHICLE DESCRIPTION(S):**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ License Plate: \_\_\_\_\_

**LIST ALL HOUSEHOLD MEMBERS WHO WILL LIVE IN RENTED PREMISES (do not include yourself):**

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_ 3. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_ 4. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PET(S):** Type: \_\_\_\_\_ Mgr. Approval of Pet: \_\_\_\_\_

**Personal or Professional Reference:** \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address of Property Applying For: \_\_\_\_\_

**Disclosure/Agreement/Consent**

I/We 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. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/Agent has charged a screening charge as set forth above. Applicant screening entails the checking of the applicant's credit, rental history, employment history, public records and other criteria for residency. The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit reporting agency. The screening service is Pacific Screening Inc., P.O. Box 25582, Portland, OR 97298, (503)297-1941. If the applicant is approved, applicants will have 72 hours from the time of notification to either execute a rental agreement and make all deposits required there under or make a deposit to execute a rental agreement which will provide for the forfeiture of the deposit if applicants fail to execute the rental agreement. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed. Owner/Agent shall have no liability to applicant until such time as a rental agreement is signed by both parties. The information contained in this application is true and complete. If I am denied tenancy due to my credit standing, I have the right to obtain, within sixty days, a free copy of my credit report, and the right to dispute the accuracy or completeness of any information in the consumer report. **I/We have read and understand the Rental Qualification Standards Application Guidelines for Hometown Property Management.** When application is completed please mail to: Hometown Property Management, P.O. Box 1624, Rainier, OR 97048. If you have any questions please call us at 503-556-8000. Thank you!

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_