

RESIDENTIAL
RENTAL
GROUP LLC

1936 Pacific Avenue, Forest Grove, OR 97116
P.O. Box 423
Forest Grove, OR 97116
503.844.7480 Office

Residential Rental Application

FOR OFFICE USE ONLY: Date Received: _____ Agent: _____
Property Address: _____ Unit # _____ Rent \$ _____

PLEASE READ CAREFULLY PRIOR TO SUBMITTING APPLICATION

Application Criteria:

1. Occupancy is based on number of bedrooms in a home. The general rule is two persons per bedroom.
2. Verification of Name, Date of Birth, and Photo ID. (SSN Card, Drivers License, Valid Permanent Resident Card, Immigrant Card, Individual Taxpayer Identification Number (ITIN), Non-Immigrant Visa
3. Monthly income must meet or exceed THREE times the monthly rent. TWELVE months of verifiable employment will be required. Applicants using self-employment income will need to submit TWELVE months of bank statements and or the previous year tax returns.
4. Two Years verifiable, contractual and in good standing rental history from a current or previous unrelated third party landlord, or home ownership. Less than two years of verifiable rental history will require a security deposit of two times the monthly rent and/or qualified Co-Signer. Three or more notices for non-payment within a twelve month period will result in denial. Three or more returned/dishonored checks within a twelve month period will result in denial. Rental reference including three or more noise and or any other material non-compliance notices within the past TWO years will result in denial.
5. Applicant with Eviction filing and/or Felony conviction in the past Five years will be denied. Applicant with conviction of any crime that requires a lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will be denied.
6. Credit score of 650 or above. Applicant with five or more unpaid collections (medical excluded) will be denied.
7. The application process takes 3 to 5 business days.
8. Any false information given will result in an automatic denial.

APPLICATIONS ARE ONLY COMPLETE/ACCEPTED IF YOU MEET THE FOLLOWING

Application Requirements:

1. All persons 18 years of age and older that will be living in the home are required to apply and be screened. **NO EXCEPTIONS.**
2. All applications must be filled out completely and signed by each applicant.
3. There is a \$85 application fee for each applicant. The application fee is required for processing and is **NON-REFUNDABLE.** Once you have submitted your application and fee, you accept this. **We request of you to drive by the property prior to a showing, as well, view the interior prior to submitting an application.**
4. Photo I.D. (drivers license, military id, or passport) is required at the time an application is submitted, A copy will be kept in your file.
5. Reliable documentation and telephone numbers for all rental history must be provided.
6. We require the last 30 days of income stubs and or offer letter as employment verification at the time an application is submitted. If you are self employed you will be required to submit a copy of the last year tax returns and or 6 Months of bank statements as verification.
7. All intended residents must be listed on application.
8. All pets must be listed on application.

ONCE YOUR APPLICATION HAS BEEN APPROVED Policy and Procedure

1. Upon approval 50% of the total deposits must be paid in full with certified funds (cashier's check or money order) within 48 hours of approval. If we do not receive funds in full within 48 hours, the application will be cancelled and we will move on to the next applicant.
2. If the applicant is approved and defaults on renting the property and signing a rental/lease agreement, the applicant will forfeit the security deposit paid.
3. The signing of the lease/rental agreement and financial possession of the home is required within a maximum of two (2) weeks from the approval date.
4. Pets are allowed in some of our homes. Pets must be approved as well as meet all breed restrictions. If a pet is allowed, there will be a pet deposit in addition to the standard security deposit, this deposit must also be paid in advance in certified funds (cashier's check or money order) prior to receiving keys. We do not allow pets under one year of age.

PRIOR TO RECEIVING KEYS FOR THE PROPERTY YOU MUST DO THE FOLLOWING No Exceptions to the Policy

1. All signers on the Rental/Lease Agreement must come into the office (By appointment Only) to sign all documents with an Agent.
2. Total Move In Costs (First Month Rent, Second Month Prorate, All Deposits) must be paid in the form of certified funds (cashier's check or money order ONLY)
3. Proof of Rental Insurance Paid in Full for the year must presented at the time of the Rental/Lease Agreement signing
4. Copies of Photo ID required at the time of Rental/Lease Agreement signing

PERSONAL INFORMATION

Applicant's Full Name _____
Date of Birth _____ Social Security No _____
Driver's License No & State _____ Email _____

Telephone _____ Work/Cell Telephone _____

Desired Move in Date _____

Full Name of All Other Residents	Relationship to You	Date of Birth

RESIDENCE HISTORY

PRESENT ADDRESS: _____

City _____ State _____ Zip Code _____

At Present Address/Date From: _____ To: _____ Do you rent or own? Own Rent

Current Landlord: _____ Landlord Telephone: _____

Landlord Email _____

Have you given proper notice? Yes No Were you asked to Leave? Yes No

Reason for Moving: _____ Monthly Payment: \$ _____

PREVIOUS ADDRESS: _____

City _____ State _____ Zip Code _____

At Present Address/Date From: _____ To: _____ Do you rent or own? Own Rent

Previous Landlord: _____ Previous Landlord Telephone: _____

Have you given proper notice? Yes No Were you asked to Leave? Yes No

Reason for Moving: _____ Monthly Payment: \$ _____

EMPLOYMENT INFORMATION

PRESENT STATUS: Employed Full Time Part Time Not Employed Retired Student

PRESENT EMPLOYER: (or Most Recent) _____

Employer's Address: _____

Telephone: _____ Dates Employed/From: _____ To: _____

Position Held _____ Department _____

Supervisor: _____ Gross Monthly Income \$ _____

PRESENT EMPLOYER: (2nd Job) _____

Employer's Address: _____

Telephone: _____ Dates Employed/From: _____ To: _____

Position Held _____ Department _____

Supervisor: _____ Gross Monthly Income \$ _____

PREVIOUS EMPLOYER: _____

Previous Employer's Address: _____ Supervisor: _____

Telephone: _____ Dates Employed/From: _____ To: _____

IF STUDENT, LIST SCHOOL: _____ School Telephone: _____

Present Grade Level _____ Expected Date of Graduation _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ Telephone _____

Checking Account No _____ Savings Account No _____

CREDIT REFERENCE _____ Telephone _____

Address _____ Account No _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No/State _____

Make/Model _____ Year _____ Color _____ Tag No/State _____

Make/Model _____ Year _____ Color _____ Tag No/State _____

Other Car, Motorcycle/Boat/RV, etc. _____

HOW MANY PETS (YOURS OR OTHER OCCUPANTS)? _____

Pet _____ Breed _____ Age _____ Weight _____

Pet _____ Breed _____ Age _____ Weight _____

Pet _____ Breed _____ Age _____ Weight _____

HAVE YOU EVER:

Been sued for non-payment of rent? Yes No

Been evicted or asked to vacate? Yes No Broken a Rental/Lease Agreement? Yes No

Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No If Yes, Discharge Date _____

Been convicted of a felony charge? Yes No No

Comments/Explanation: _____

ARE YOU ON SECTION 8? Yes No If Yes, please answer the following:

Are you a current voucher holder? Yes No

What county is your voucher in? Washington County Other _____

If your current voucher is from a county outside of Washington County, have you submitted your transfer paperwork yet? Yes

No What is the name of your case worker? _____

YOU MUST SUBMIT YOUR VOUCHER PACKET AT THE TIME OF APPLICATION SUBMISSION TO BE CONSIDERED A COMPLETED APPLICATION!

IN CASE OF EMERGENCY, NOTIFY _____
Relationship _____ Address _____
Home Phone _____ Work/Cell Phone _____

APPROVAL

I certify that the above information is correct and complete and hereby authorize Residential Rental Group, LLC. to do a credit check and make any inquiries necessary to evaluate my tenancy an 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 non-refundable screening fee. Landlord 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, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living.

If the application is approved, applicant will have 48 hours from the time of notification to either execute a rental/lease agreement and make all deposits required thereunder or make a deposit to hold the unit (50% of entire security deposit) if applicant fails to occupy the unit within the two (2) weeks time, deposit is forfeited. If applicant fails 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.

APPLICANT SIGNATURE _____ **DATE** _____