APPLICATION PROCESS

* We offer application forms to everyone who inquires about the rental.
* We review completed applications in the order in which we receive them.
* We may require up to two business days to verify information on an application.
* If we are unable to verify information on an application, the application may be denied.

SCREENING GUIDELINES

Complete Application
* Each applicant must submit an individual application.
* We will not review incomplete applications.
* We will accept the first qualified applicant(s).

Identification
* Applicants must show two pieces of identification. One must include a photograph.

Prior Rental History
* Rental history of _2_ number of 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.
* Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

Sufficient Income/Resources
* Net household income shall be at least _2.50_ times the rent (excluding utilities).
* Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

Credit/Criminal/Public Records Check
* Negative reports may result in denial of application.
* Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

SCREENING PROCESS

* We determine, based on the application, whether the applicant meets our screening guidelines.
* We verify income and resources.
* We check with current and previous landlords.
* We obtain a credit report, a criminal records report and public records report.

Equal Housing Opportunity
WARNING: No portion of this form may be reprinted without written permission of the Oregon Rental Housing Association, Inc. © Copyright 2007 Rev. 1/07

Oregon Rental Housing Association, Inc.