



**EMERALD PROPERTY MANAGEMENT, INC.**  
 Telephone: (541) 741-4676 24-Hour Fax: (541) 744-2849  
 525 Harlow Road, Springfield, Oregon 97477



**Office Use Only:**  
 Photo ID   
 Current Tenant   
 Roommate for Current Tenant   
 Past Tenant

**Rental Application** - Special!!! Application is FREE; however, a \$20 per applicant screening charge (including co-signers) will be assessed to approved applicants upon signing of rental contract. Two pieces of identification (including one picture ID) are required at the time of application completion.

**Co-Signer Application**

You are co-signing for (list all applicants) \_\_\_\_\_

The address the above applicant(s) applied for: \_\_\_\_\_

**What is your current phone number (or other # where we can contact you)?** \_\_\_\_\_

**Co-Signer Name:** \_\_\_\_\_ Alias/Alternate/Maiden name? \_\_\_\_\_  
 First Middle Last

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's Li. # \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Note: State ID or Military ID numbers may be substituted for drivers license number. State

Bank Name: \_\_\_\_\_ Branch Location: \_\_\_\_\_ Type of Account(s) (please circle): Savings / Checking / Both

**Rental History**

**Current Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (Can not be a P.O. Box Address)

Rent/Mortgage Paid \$ \_\_\_\_\_/monthly How Long? \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Landlord/Manager and/or Company Name \_\_\_\_\_ Landlord/Manager/Company Phone(s) (\_\_\_\_)

What word best describes your relationship with the manager/landlord (please fill-in one)?  Professional  Friend  Relative

**Current Mailing Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Employment Information**

Present Employer \_\_\_\_\_ How Long(Y/M)? \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Job title: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer \_\_\_\_\_ How Long(Y/M)? \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

Additional Income: Amount per month \$ \_\_\_\_\_ Source \_\_\_\_\_

**Emergency Information (other than person living with you or co-applicant or co-signer)**

*In case of emergency please notify--* \_\_\_\_\_ Relationship: \_\_\_\_\_

Complete address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Background Information**

- 1. Have you ever been evicted for non-payment of rent? Yes  No
- 2. Have you ever been evicted for any other reason? Yes  No
- 3. Have you ever had a judgment filed against you?  
for non-payment of rent or for damages to a rental unit? Yes  No
- 4. Have you ever been arrested and/or convicted for rape, arson,  
physical abuse, prostitution, or illegal use and/or sale of illegal drugs? Yes  No
- 5. Have you ever been convicted of a felony? Yes  No

**Background Information (continued)**

- 6. Have you ever sued a landlord for any reason? Yes  No
- 7. Have you lived in the state of Oregon for at least the past six months? Yes  No
- 8. Have you ever filed for bankruptcy? Yes  No

By initialing this section you verify that you have read and acknowledge that you will be financially responsible for any and all tenant(s) listed on the rental agreement during tenancy and any balance owing after all tenants vacate. You must agree to all of the above and initial below in order to apply to be a co-signer. **Please initial here** ⇨ \_\_\_\_\_ **then sign and date below.**

Applicant certifies that the above information is true and correct and authorizes Emerald Property Management, Inc. to verify any and all information necessary (including criminal and credit checks) to evaluate the application for tenancy and credit standing. Applicant understands that inaccurate, incomplete, or false information is grounds for denial of the application and could also result in termination of tenancy.

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

Revision 10/04 – EPM

**Tenant Screening and Selection Process. Criteria for Residency.**

*Applicant is urged to review the screening criteria to determine if requirements can be met.*

*If any applicant needs assistance, known as “reasonable accommodation” in the application process, please advise the owner/agent*

*Each applicant over 18 (and those who may qualify as tenants as per ORS 109.510 and ORS 109.697) shall submit a completed application. Acceptance or denial of the application may take up to 5 business days. Upon acceptance, applicants may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits within 3 business days.*

1. Applicant’s gross income may be **three** times the rent amount. Inconsistent work references or other inconsistent income which result in applicants gross income to be less than three times the rent amount, may result in the landlords right to deny application.
2. All current and previous landlord references will be verified. Information such as the following may result in the landlord’s right to deny the application: a) previous indications of inability to pay rent, b) previous rental agreement violations, or c) conduct which disturbs the peaceful enjoyment of neighbors.
3. Failure to provide correct verifiable references may result in the landlord’s right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
4. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord’s right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent
5. A credit check will be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to-income ratio of more than 30% may result in the landlord’s right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency, or c) charge an additional deposit of 100% of the stated rent
6. Any recorded or unrecorded FED (except as per ORS 90.390(3)), collections, late payment history, judgments, insufficient credit file or no credit file may result in the landlord’s right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency c) terminate the rental agreement if subsequent information regarding prior FED, collections, or judgments are determined detrimental by the landlord, or d) charge an additional deposit of 100% of the stated rent.
7. Verification of income may be made by: a) employment verification b) proof of self-employment may be made by verification of business license with city and commerce department. c) proof of non-employment income. Proof of income may be documented through prior years tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable. Stability of the source and amount of income during the past five years may be considered.
8. Demeanor, attitude, and behavior during application and interview process will be considered.
9. The maximum number of occupants per unit is as follows: 1 Bedroom-2 Persons, 2 Bedrooms-4 Persons, 3 Bedrooms-6 Persons, 4-Bedroom-8 persons, etc..
10. Arrests and/or convictions may be evaluated. Any individual whose occupancy may constitute a direct threat to the health and safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance will be denied.
11. Pets may or may not be permitted, dependent on the owner/agent. Parking shall be limited to two vehicles per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
12. Any information provided that is incomplete, inaccurate, or falsified may be grounds for denial of the application or subsequent termination of tenancy.
13. Emerald Property Management, Inc. adheres to the Fair Housing Act and Americans with Disabilities Act, and state/ local laws regarding discrimination and **does not** consider race, color, sex, marital status, source of income, familial status, religion, national origin, sexual orientation, disability, or age (except where the property meets the requirements of housing for older persons **or** those who are under the age of 18 and not emancipated, except as noted above).

★★ All applications are processed by a consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures, repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references, and criminal history. As per ORS 90.295 Section 11 (3), all applicants have the right to dispute the accuracy of any information provided by the credit reporting agency. The agency used by Emerald Property Management, Inc. is:

**Trans Union Corporation 2 Baldwin Place, P.O. Box 1000, Chester, PA 19022 1-800-888-4213** Application is property of Emerald Property Management, Inc.