



**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 \$25 per applicant screening charge (including co-signer applications) will be assessed to approved applicants upon signing of a rental contract. All applicants must turn in all completed applications at the same time. A valid government issued ID is required at the time of application completion.**

What property or properties are you applying for?  
 1st choice \_\_\_\_\_  
 2nd choice \_\_\_\_\_  
 3rd choice \_\_\_\_\_

How did you learn about us? (please mark all that apply) <input type="checkbox"/> The Register Guard <input type="checkbox"/> Yellow pages <input type="checkbox"/> On-site "for rent" sign <input type="checkbox"/> Radio <input type="checkbox"/> On-site "managed by" sign <input type="checkbox"/> TV <input type="checkbox"/> Friend/neighbor/relative <input type="checkbox"/> Other/Internet: _____
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**Applicant 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

**Contact number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Rental History**

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

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 check one)?  Professional  Friend  Relative  Owned Property

Reason for moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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 check one)?  Professional  Friend  Relative  Owned Property

Reason for moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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 check one)?  Professional  Friend  Relative  Owned Property

Reason for moving \_\_\_\_\_

**\*\*Please note that any additional addresses lived at in the past five years should be submitted on a separate sheet of paper including full address, length of tenancy, names and phone numbers of landlord or management company. By failing to turn in additional sheet, applicant states that all addresses listed above are accurate and are a complete list of all tenancies, occupancy, and/or ownership in the past five years.**

**Employment and/or Income 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 \_\_\_\_\_

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**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: \_\_\_\_\_

**Personal Reference (must be different than emergency contact person)**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Vehicle Data**

TOTAL Number of Vehicles # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**Proposed Occupants (Do not list self below. Do list all others including spouse and anyone over or under 18 years of age)**

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ SSN# \_\_\_\_\_ Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ SSN# \_\_\_\_\_ Relationship: \_\_\_\_\_

How many TOTAL people will there be living in the rental unit? # \_\_\_\_\_ How many TOTAL people are filling out applications for residency? # \_\_\_\_\_

Do you expect to have any guests within the unit for more than 14 consecutive days?# \_\_\_\_\_

When will you be ready to move in (please check up to 2)?

immediately  as soon as unit is ready  1 week  2 weeks  more than 2 weeks  Other: \_\_\_\_\_

When will you have the "move-in" money (note that this is usually approximately twice the monthly rent)?

immediately  as soon as unit is ready  1 week  2 weeks  more than 2 weeks  Other: \_\_\_\_\_

Do you have a pet? Yes  No  # of Dog(s) \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Other pet(s) \_\_\_\_\_  
# of Cat(s) \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Other pet(s) \_\_\_\_\_

Immunized? Yes  No  Licensed? Yes  No  Spade/Neutered? Yes  No  Inside Pet? Yes  No  Outside Pet? Yes  No

Caused any past injury? Yes  No  Caused any past damage to property? Yes  No  Breed of pet(s): \_\_\_\_\_

**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
6. Are you a Section 8 applicant? .....Yes  .....No
7. Do you plan on using the rental unit as a child-care  
facility and/or plan to do any extensive babysitting? .....Yes  .....No
8. Have you ever sued a landlord for any reason? .....Yes  .....No
9. Have you lived in the state of Oregon for at least the past six months? .....Yes  .....No
10. Have you ever received a 30-day notice from a landlord/manager? .....Yes  .....No
11. Do you smoke? .....Yes  .....No
12. Do you have a waterbed and/or a fish tank over 20 gallons? .....Yes  .....No

**Background Information (continued)**

- 13. Did you give your current landlord/manager a 30-day notice? ..... Yes  ..... No  N/A
- 14. Have you ever filed for bankruptcy? ..... Yes  ..... No
- 15. Have you ever received a violation notice for noise, traffic, or garbage from a manager? ..... Yes  ..... No
- 16. Are you a full-time student at a local college, trade school, or university? ..... Yes  ..... No
- 17. Do you have a co-signer? ..... Yes  ..... No
- 18. Are you active duty in the military? ..... Yes  ..... No

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 5/15 – 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 must 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. In the case of subsidized rent such as an agreement with “Section 8” the income must be **three** times the tenant(s) portion of monthly rent.
2. All current and previous landlord references will be verified. All applications are required to have at least 6 months of professional verifiable rental history. 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 (3) (D), 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.

To visit our website and see our current listings please go to [www.EmeraldPM.com](http://www.EmeraldPM.com) or scan this link



Further details regarding section 10: Criminal Criteria

Upon receipt of the rental application, Owner/Agent will conduct a search of public records to determine whether the applicant or any proposed tenant has charges pending for, been convicted of, or pled guilty or no contest to, any: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises or residents, the landlord or the landlord's agent.

A single conviction, guilty plea, no contest plea or pending charge for any of the following shall be grounds for denial of the rental application. If there are multiple convictions, guilty pleas or no contest please on the applicant's record, Owner/Agent may increase the number of years by adding together the years in each applicable category. Owner/Agent will not consider expunged records.

- a) Murder, manslaughter, criminally negligent homicide, aggravated vehicular manslaughter, class A felonies involving arson, rape, kidnapping, child sex crimes, where the date of disposition, release of parole has occurred in the last 20 years.
- b) Class A felonies not included above for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, where the date of disposition, release or parole has occurred in the last 10 years.
- c) Class B felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, aggravated theft, where the date of disposition, release or parole has occurred in the last 7 years.
- d) Class C felony for drug-related crimes, person crimes, sex offenses, financial fraud crimes, burglary, theft criminal mischief, coercion, animal abuse, where the date of disposition, release or parole has occurred in the last 5 years.
- e) Class A misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, criminal impersonation, violation of a restraining order, criminal mischief, stalking, disorderly conduct, unlawful possession of a firearm, possession of burglary tools, where the date of disposition, release of parole has occurred in the last 5 years.
- f) Class B misdemeanor for drug-related crimes, person crimes, sex offenses, financial fraud crimes, disorderly conduct, where the date of disposition, release or parole has occurred within the last 18 months.