



application for rental

Unit Address: \_\_\_\_\_
Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Submitted :  AM  PM
Lease Desired:  12 MO,  6 MO (+\$50),  3 MO (+\$150),  24 MO (reduction) - (ask for availability)
Desired move-in date: once approved, we are unable to hold a unit for more than 7 days \_\_\_\_/\_\_\_\_/\_\_\_\_
PETS?  YES,  NO. If yes, please list dog/cat/other, breeds, gender, age, weight, color & name for each

NOTE: please submit a photo of your pet(s) within 24 hrs. we will consider your application withdrawn if photo is not received.

pre-screening disclosures:

Dwell Management (landlord) is an equal opportunity landlord and does not discriminate against any Protected Class (currently Race, Color, Religion, Sex, National Origin, Disability, Familial Status, Marital Status, Source of Income, Previous Eviction which Applicant Won, Sexual Orientation, and Age)

1. PROCESSING FEE

A processing fee of \$45 is due for each adult applicant and covers the processing of the application and is non-refundable once any part of the screening process has begun. All persons over the age of 18 that will reside in the unit (even part time) are required to submit an application.

2. SCREENING CRITERIA

Screening can take one to three (or more) days in order to obtain the information needed and we base applicant approval on the following three (3) criteria:

- ✓ Credit Report - including credit history, eviction history and public/criminal record. The landlord generally does not accept applicants with evictions and/or criminal records. If you feel that there is an error on your credit report, wish to request extra consideration, or if you have been through a tenant-training course from a creditable housing council, you may request further investigation with an explanation in writing which should be as detailed as possible.
✓ Employment/Financial Verification - specific verification must be able to be made. In cases where specific verification cannot be made, the landlord will request copies of pay stubs for three (3) months. Self-employed persons must provide two (2) previous years of 1040 tax returns (including Schedule C). Applicants who have investments/savings are encouraged to disclose such information to help aid this section of the screening process. Students who are substantially supported financially will be asked to obtain a co-signer, unless other circumstances negate this requirement.
✓ Rental History - specific rental history of two (2) years must be obtained from current and/or previous rentals. For home owners: this section is considered complete if you have owned your home for the past two (2) years and show no late payments on your mortgage from your credit report

When Criteria is not met - if we are unable to obtain verification, your credit is marred, or you do not meet any of the necessary requirements, the landlord may decline the applicant; however, in most cases we wish to work with you and may request an additional deposit (double the regular deposit) and/or a co-signer.

Note to Co-Signers - if you are filling this application out as a co-signer, please note that co-signers guarantee the entire agreement. This is because leases are written with individual and joint liability. Once approved, you will need to sign the entire rental agreement as a co-signer. If you have any questions, please call.

If Approved - within 24-hours of notification of approval, the applicant must submit a reservation deposit (in certified funds) in the amount of the security deposit along with signing a form which details the terms of the lease agreement including occupancy date. If this process is not completed, the landlord may move on to the next application in line for the unit. The lease agreement must be signed no later than one business day prior to occupancy. Payment of a full month of rent (+pet rent, garbage, etc.) will be due at signing, unless other arrangements have been made with the landlord. In some cases, payment plans are available.

3. PETS/ANIMALS

Dwell Management offers pet friendly rentals! Most of our rentals allow most types of animals. Make sure the unit you wish to apply for is pet friendly! We generally do not allow animals less than one year of age. However, we will reconsider this policy when an applicant is willing to pay a pet deposit (separate from security deposit) of at least \$500 per young pet in addition to the required "pet rent." We reserve the right to decline a request to allow a young animal in any of our units. Dwell Management requires photo documentation of pet(s) that will be residing in the unit. Please submit a photo of your pet(s) within 24 hours of submitting an application. We are not able to allow the following breeds of dogs (including mixes): Rottweiler, Pit Bull (including American Staffordshire Terrier), Doberman Pincher, Chow, Shar-pei, Dogo, Presa Canario and Wolf/Wolf Hybrid. Dwell Management reserves the right to research any other breed and deny based upon temperament description by sources deemed reputable by Dwell Management. We charge "pet rent" for each animal. Cats are \$25/month, Dogs under 40lbs are \$30/month, Dogs between 41-65lbs are \$35/month, and Dogs over 65lbs are \$40/month, Birds are \$15/month and Caged Animals are \$10/month.

applicant information:

PERSONAL INFORMATION:

LEGAL NAME (LAST, FIRST, FULL MIDDLE) \_\_\_\_\_ HM/CELL: ( ) \_\_\_\_\_ WK: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOC#: \_\_\_\_\_ DRIVER LICENSE#: \_\_\_\_\_ STATE: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES,  NO IF SO, ATTACH LETTER WITH WHEN, WHAT FOR & DETAILS

EMPLOYMENT/FINANCES:  SELF EMPLOYED  EMPLOYMENT  INVESTMENTS/RETIREMENT INCOME/SAVINGS

EMPLOYER (IF APPLICABLE): \_\_\_\_\_ POSITION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE#: ( ) \_\_\_\_\_ DATE OF HIRE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL MONTHLY INCOME: \$ \_\_\_\_\_ SOURCES (CIRCLE): WAGES INVESTMENTS CHILD SUPPORT RETIREMENT OTHER

RENTAL HISTORY:

HAVE YOU EVER BEEN EVICTED:  YES  NO WHY ARE YOU MOVING? \_\_\_\_\_

PRESENT ADDRESS:  OWN  RENT PAYMENT/MO: \$ \_\_\_\_\_ MOVE-IN: \_\_\_\_/\_\_\_\_/\_\_\_\_ EST. MOVE-OUT: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPLETE ADDRESS (CITY, ST, ZIP): \_\_\_\_\_

LANDLORD/MANAGER: \_\_\_\_\_ PHONE#: ( ) \_\_\_\_\_

PREVIOUS ADDRESS:  OWN  RENT PAYMENT/MO: \$ \_\_\_\_\_ MOVE-IN: \_\_\_\_/\_\_\_\_/\_\_\_\_ EST. MOVE-OUT: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPLETE ADDRESS (CITY, ST, ZIP): \_\_\_\_\_

LANDLORD/MANAGER: \_\_\_\_\_ PHONE#: ( ) \_\_\_\_\_

Applicant hereby accepts screening criteria and certifies the information provided is true and correct and authorizes the landlord to make any and all inquiries necessary to evaluate this application. Information provided may be made available to other agencies for verification either during the application process or, if approved, during occupancy. Applicant understands and accepts that any information provided that is incomplete, inaccurate or falsified shall be grounds for denial or subsequent termination of tenancy upon determination of such falsified information. Applicant also understands that a non-refundable processing fee of \$45 per adult will be charged to cover the expenses of verifying all information above. Applicant also understands that upon approval of this application, a reservation deposit in the amount of the refundable security deposit is due within 24-hours as evidence of intent to execute the rental agreement with the landlord.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PHOTO ID VERIFIED  YES  NO

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