



ERA Northwest Professional Realty  
**APPLICATION TO RENT**



Return To:  
**ERA Northwest (at) 2100 Lancaster Dr NE Suite #1A, Salem, Oregon 97305**

**APPLICATION INFORMATION**

**ALL OCUPANTS (18 yrs or older)**  
**Must Fill Out A Separate Application and Pay A Separate Screening Fee**

Name: \_\_\_\_\_  
Last First Middle

License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home PH: (\_\_\_\_\_) \_\_\_\_\_ Work PH: (\_\_\_\_\_) \_\_\_\_\_ Cell PH: (\_\_\_\_\_) \_\_\_\_\_

List Names of Any Occupants Under 18 yrs, Which Will Live With You:

_____	_____	_____	_____
<small>Name</small>	<small>DOB</small>	<small>Name</small>	<small>DOB</small>
_____	_____	_____	_____
<small>Name</small>	<small>DOB</small>	<small>Name</small>	<small>DOB</small>

Address Applying For: \_\_\_\_\_ Rent: \_\_\_\_\_

Move-in Date Requested: \_\_\_\_\_ **NOTE: Move-in date must be within two weeks of acceptance**

Automobile Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Number: \_\_\_\_\_

Automobile Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Number: \_\_\_\_\_

Emergency contact other than whom you live with: \_\_\_\_\_ PH#: (\_\_\_\_\_) \_\_\_\_\_

**RESIDENCE HISTORY**

**IT IS THE APPLICANTS RESPONSIBILITY TO ENSURE ALL INFORMATION IS CORRECT AND COMPLETE. MISSING OR INCOMPLETE INFORMATION IS GROUNDS FOR REJECTION.**

**CURRENT ADDRESS**

Street Number Street Name Apt#

City State Zip

Moved in date: \_\_\_\_\_ Out: \_\_\_\_\_

Landlord: \_\_\_\_\_

Ph#: (\_\_\_\_\_) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS**

Street Number Street Name Apt#

City State Zip

Moved in date: \_\_\_\_\_ Out: \_\_\_\_\_

Landlord: \_\_\_\_\_

Ph#: (\_\_\_\_\_) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

# EMPLOYMENT HISTORY

INFORMATION ON EMPLOYMENT HISTORIES MUST BE COMPLETE AND ACCURATE IN ORDER TO VERIFY INCOME. PLEASE LIST PHONE NUMBER OF PERSON TO VERIFY EMPLOYMENT.

## PRESENT EMPLOYER

\_\_\_\_\_  
Name of Company or Employer

Phone: (\_\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Monthly Earnings: \_\_\_\_\_

Start Date: \_\_\_\_\_

## PREVIOUS EMPLOYER

\_\_\_\_\_  
Name of Company or Employer

Phone: (\_\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Monthly Earnings: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Other Monthly Income \$ \_\_\_\_\_ Source: \_\_\_\_\_

How to Verify: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

## ADDITIONAL INFORMATION

Do you have any currently delinquent financial accounts that have been turned over to a collection agency? yes \_\_\_\_ no \_\_\_\_

Do you have any criminal convictions? yes \_\_\_\_ no \_\_\_\_ . If yes, what are they? \_\_\_\_\_

In the last five years, have you ever been evicted, or asked to vacate a property? yes \_\_\_\_ no \_\_\_\_

Does anyone in your household smoke inside the house? yes \_\_\_\_ no \_\_\_\_ . Smoke outside the house? yes \_\_\_\_ no \_\_\_\_

Do you have pets? yes \_\_\_\_ no \_\_\_\_ What kind? \_\_\_\_\_ What breed? \_\_\_\_\_

Approx. Pet Weight? \_\_\_\_\_ Approx. Pet Age? \_\_\_\_\_

Have you filed Bankruptcy in the past 5 years? yes \_\_\_\_ no \_\_\_\_ Reason: \_\_\_\_\_

Has your bankruptcy been finalized (closed)? yes \_\_\_\_ no \_\_\_\_

NOTE: If your bankruptcy is still "OPEN" and not "FINALIZED", we cannot consider your application.

I declare the information given on this application to be true under penalty of perjury. Applicant hereby grants permission to ERA Northwest Professional Realty to obtain credit and public reports and any other information necessary to verify all information on this application. I agree that no other person or persons, except the above named, will occupy the subject premises at any time without submitting written application and obtaining consent of the manager. I further agree that all occupants, 18 yrs or older, residing in the premises are jointly & severally liable for all rent and damage incurred during the term of occupancy. I understand I acquire no rights to this rental until a rental agreement is signed in the form submitted to me and a security deposit and rent are paid.

In addition to declaring that the above is true, the applicant acknowledges that their **CONTRACT WILL HAVE AN INITIAL "LEASE" PERIOD** after which it converts to month-to-month tenancy. Further more, the applicant acknowledges that they will be held responsible for a lease breakage penalty, stated in their contract, if they move out earlier than their lease agreement.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_



**APPLICANT SCREENING DISCLOSURE**

1. If an applicant is unable to read English, we will gladly work with an interpreter of their choice.
2. An screening fee of **\$30.00** per person (check or money order), for all occupants, 18 years or older, is to be paid at the time a completed rental application is submitted. All applicants must fill out a separate application.
3. The applicant screening fee is to cover the costs of obtaining information on the applicant(s) as the landlord processes the application for a rental agreement.
4. The applicant screening fee charged will be **Non-refundable**. However, if the Manager fills the vacant rental unit before screening your application or does not conduct a screening for any reason, the applicant screening fee will be refunded.
5. The applicant screening will be processed by ERA Northwest Professional Realty, agent for the landlord.
6. The applicant screening entails:
  - a. Consumer credit report. (A credit score of 600 or above is required. A score below 600 would require an owner approval. The decision to pursue an exception is solely at the property manager's discretion.)
  - b. Review of public records from county court records, to check for court actions, judgments and evictions.
  - c. Review of criminal records. A criminal record "may" be grounds for denial.
  - d. Verification of information from the current and previous landlord.
  - e. Verification of income as provided on the rental application.
  - f. Consideration of other non-discriminatory information.

If your application is denied based in whole or in part on information received from a consumer credit reporting agency report, you shall be notified of that fact in writing. ERA Northwest may discuss the entries with you, but ERA Northwest may not, by law, give copies of that report to you, the applicant. For a copy, the applicant will need to contact the firm mentioned on your denial letter.

If the applicant's application is accepted, the applicant will have 3 days from acceptance to complete a rental agreement or reservation deposit and pay all applicable money due.

I, THE APPLICANT, ACKNOWLEDGE THAT I HAVE READ THE FRONT AND BACK SIDES OF THIS DISCLOSURE.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
TIME AND DATE SUBMITTED

Application and fee received by \_\_\_\_\_ (agent initials) \_\_\_\_\_ (agent time & date)



## APPLICANT SCREENING CRITERIA

1. IDENTIFICATION - Applicants may be asked to provide picture identification at the time of application(s).
2. APPLICATION PROCESS - Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a completed application and pay the appropriate screening fee(s). Acceptance or denial of the application usually takes 1 day, but may take up to 3 days. Upon acceptance, applicant(s) may be required to complete the rental agreement and pay applicable fees and deposits within 3 days.
3. RENT TO INCOME RATIO - Combined income of all applicants shall be at least 3 times rent.
4. SOURCE OF INCOME - All sources of employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stubs, or employment verification. Stability of the source and amount of income during the past five years may be considered.
5. INCOME TO DEBT RATIO - Housing and utilities shall not exceed 35% of total income. Installment debt payments shall not exceed 35% of total income. If the applicant does not have installment debts, income to debt ratio for housing may be permitted to be up to 50% of income.
6. HOUSING REFERENCES - The applicant(s) shall provide information necessary to verify current and previous rental history for the past five years. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicant's housing during the past five years has included home ownership, mortgage payment history shall be considered.
7. CREDIT WORTHINESS - Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history should be free of evictions, judgments, collections and bankruptcies. A valid explanation may be considered by the owner/agent if provided by the applicant(s).
8. LIMITATIONS - Occupancy may not exceed two persons per bedroom. Pets 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.
9. ARRESTS AND CONVICTIONS - Arrest and/or convictions will be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.
10. DEMEANOR AND BEHAVIOR - The behavior and demeanor of applicants during the application process will be considered.
11. INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION - Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.

### **VARIANCE POLICY**

Failure to meet the screening criteria as stated may be grounds for,

1. Denial of the application,
2. If a cosigner is accepted, such individual(s) will also be required to meet the screening criteria, and/or
3. Payment of an additional deposit may be requested.
4. An exception to be made by the owner.



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## Questions most often asked

**1. Is this a lease or a month-to-month contract?**

All of our single-family houses start with approximately a one-year lease and then convert to month-to-month after the first year. Our multi-family units (duplex, triplex, etc.) start with a six-month lease.

**2. How much is the deposit?**

Your deposit is equal to an "equivalent of one month's rent". (i.e., if your rent is \$800.00 per month, your deposit will be \$800.00). NOTE: Your deposit could be higher for other items such as pets or credit issues.

**3. How much of this "one month equivalent" is refundable?**

100% is conditionally refundable. However, when each tenant moves out, we have the carpets professionally cleaned. The landlord will deduct the cost of carpet cleaning, at the end of the tenant's tenancy, regardless of whether the tenant cleans the carpet before delivering possession back to the landlord. Any other damages to the unit, general cleaning or unpaid debts are also subtracted from deposit.

**4. Can I pay my deposit and in installments?**

Yes. We do prefer to have all paid up front. However, we realize that this is a large sum of money. Our company policy will allow you to split the deposit as follows; 50% prior to move-in, along with the first rent, with 25% during each of the next two months.

**5. I have a marginal credit background. What will you accept?**

We are looking for a credit score of 600 or greater. All scores of 599 or below require an owner approval. Each owner will have a different concept as to what should be approved. ERA is unable to answer, in advance, as to whether a particular owner will approve certain situations. Unfortunately, we will not call an owner for approval until an application is in hand and processed. NOTE: The decision to call for an approval is at the sole discretion of the property manager and will be based on the over all quality of the application.

**6. I will be submitting an application with an issue that requires an owner approval, such as pets, credit problems, criminal record, or rental history. If the owner denies my request for an exception, will my application fee be refunded?**

No. In order for the owner to make a good decision, we need to obtain the credit and background information prior to calling the owner. Once we order this report from the credit bureau, we will then get a bill from them, regardless of the decisions made.

**7. The web ad says, "No Pets". Is it possible to have a pet, when the web ad says "no"?**

If it does not say "pets OK", then pets are probably "not accepted". We can approach an owner for an exception; however, we need an application in hand to call. Owners have a tenancy to make their approvals based on the quality of the applicant and some owners will still say "no" regardless of quality.

**8. The owner says "no smoking". I smoke outside only. Is this OK?**

Some owners say, "no" inside or outside. However, some will say, "no" to inside and will say, "yes" to outside. We will need to check with the owner for approval.



**REVIEW AND SIGN**

**OPTION # 1**

I have viewed the property and if my application is approved, I am willing to accept the unit in its present condition (as is).

**OPTION # 2**

From time to time, applicants have special requests, such as painting, carpet, additional cleaning or repairs. With this in mind, I have viewed the property and if my application is approved, I am willing to accept the property if the following items are completed.

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(Check **“one”** option only)

- I choose option # 1
- I choose option # 2 ( if all requests are met )

Accepted: \_\_\_\_\_  
Applicant Date

**To be left attached to the Rental Application**

