



applicant criteria and screening policies

We are grateful that you are interested in applying for one of our rental units! Please review the information below and feel free to ask any questions.

Screening usually takes 1-5 days. If applicant does not meet all criteria, then we may deny the application; however, a lot of times, we wish to work with an applicant who acknowledges that their situation isn't a perfect fit and is willing to work with us on a remedy of the unmet criteria in the form of an additional deposit (usually double the regular deposit) and/or a co-signer.

SCREENING FEE: A screening fee of \$45 is due for each adult applicant. This charge is non-refundable unless the application is not screened. All persons over the age of 18 that will reside in the unit (even part time) are required to submit an application.

REQUIREMENTS:

IDENTIFICATION: Applicant must provide at least one piece of government issued photo identification.

INCOME: Applicant, or combined applicants must gross a minimum of two (2) times the rent amount and provide a minimum of one (1) year of history.

RENTAL HISTORY: Applicant must have verifiable rental history for a minimum of two (2) years.

SCREENING CRITERIA: We base applicant approval on the following criteria:

✓ Credit Report

- ✓ No more than three, unpaid, non-medical collection accounts
- ✓ No more than three accounts reporting as past due

✓ Public Records

- ✓ No criminal record less than three (3) years old
- ✓ No crimes against people, financial crimes or property crimes whatsoever
- ✓ No outstanding warrant or probation

✓ Eviction History

- ✓ No eviction judgment less than three (3) years old
- ✓ No money judgments or outstanding collection from a landlord

✓ Income Verification

- ✓ Specific verification of income for the above requirement
- ✓ Pay stubs for the past three (3) consecutive pay periods, if requested
- ✓ For self-employed: Three (3) month's bank statements and/or copy of last year's 1040 tax return including Schedule C
- ✓ For students: Proof of financial aid, loans, work study, part time job and/or co-signer if substantially supported financially by another individual
- ✓ For unemployed: Proof of unemployment insurance or if moving from out of state/country, pre-paid rent of three (3) months

✓ Rental History

- ✓ Verifiable "good" rental history or home ownership of two (2) years
- ✓ "Good" rating means:
 - less than three (3) late payments or 72-hour notices in a 12-month period
 - no checks returned for insufficient funds (NSF)
 - no significant complaints or damages
 - no balance owing to a landlord

✓ Other reasons which may result in denial of application

- ✓ Incomplete application
- ✓ Inaccurate or falsified information from the applicant
- ✓ Unable to verify information provided by the applicant

Note to Co-Signers – please note that co-signers guarantee the entire agreement. This is because leases are written with individual and joint liability. Co-signers need to have excellent credit and have verifiable income showing their ability to pay their own financial obligations as well as those of the applicant for which they are co-signing. Once approved, the co-signer will need to sign the entire rental agreement along with the applicant.

PETS/ANIMALS: Make sure the unit you are applying for is pet friendly. We generally do not allow animals less than one year of age. We will reconsider this policy on a case-by-case basis and if approved applicant will need to pay a pet deposit (separate from security deposit) of \$500 per young pet in addition to the required "pet rent." 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/Staffordshire, Doberman Pincher, Chow, Shar-pei, Dogo, Presa Canario and Wolf/Wolf Hybrid. We reserve 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 as follows: Cats - \$25/mo, Dogs under 40lbs - \$30/mo, Dogs between 41-65lbs - \$35/mo, Dogs over 65lbs - \$40/mo, Birds - \$15/mo and Caged Animals - \$10/mo.

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 for the unit which is \$_____ as well as sign 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 in the amount of \$_____ plus any additional monthly charges for pet rent, garbage, etc. estimated at: \$_____ will be due at signing, unless other arrangements have been made with the landlord. In some cases, payment plans are available.

GOOD FAITH ESTIMATE: Approximate number of units currently available or which will in the foreseeable future be available, of the size and area requested by the applicant: _____ unit(s). Approximate number of applications previously accepted and currently under consideration for those units: _____ applicants(s). If the blanks in this section are not filled in and initialed by Dwell Management, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

DISCLOSURE: You have a right to dispute the accuracy of any information provided to Dwell Management by the credit reporting agency. Dwell Management obtains credit reports from CBI Equifax Credit Information, PO Box 105851, Atlanta, GA 30348. Phone: 1-800-685-1111 www.equifax.com.





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 ____/____/____
Smoking Policy: Dwell Management has a no-smoking policy for all of its rentals. This means that no smoking is permitted inside of any rental dwelling and smoking outside must be at least 20 feet from any building.

PERSONAL INFORMATION: check here if application to co-sign
LEGAL NAME (LAST, FIRST, FULL MIDDLE) _____

HM/CELL: (____) _____ WK: (____) _____
EMAIL: _____
DRIVER LICENSE#: _____ STATE: _____

DATE OF BIRTH: ____/____/____ SOC#: _____

HAVE YOU EVER... IF YES TO ANY, PLEASE EXPLAIN (ATTACH SEPARATE SHEET IF NECESSARY):
BEEN EVICTED? YES NO _____
BEEN SUED BY A LANDLORD? YES NO _____
FILED BANKRUPTCY? YES NO _____
BEEN CONVICTED, PLEAD GUILTY OR NO CONTEST TO A CRIME? YES NO _____

INCOME/EMPLOYMENT:
EMPLOYER (IF APPLICABLE): _____ POSITION: _____
GROSS PAY (PER MONTH): \$ _____ FULL TIME PART TIME (APPROX. _____ HOURS/WEEK)
SUPERVISOR: _____ PHONE#: (____) _____ DATE OF HIRE: ____/____/____
OTHER INCOME: \$ _____ SOURCE: _____ PHONE#: (____) _____
OTHER INCOME: \$ _____ SOURCE: _____ PHONE#: (____) _____

RENTAL HISTORY:
WHY ARE YOU MOVING? _____
PREVIOUS 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#: (____) _____

VEHICLES:
YEAR MAKE MODEL COLOR PLATE# STATE
YEAR MAKE MODEL COLOR PLATE# STATE
YEAR MAKE MODEL COLOR PLATE# STATE

BANK: _____ BRANCH: _____ CHECKING ACCT#: _____ SAVING ACCT#: _____
BRANCH: _____ CHECKING ACCT#: _____ SAVING ACCT#: _____

HOUSEHOLD: Please list the names and dates of birth for all persons who will occupy the rental unit.
FULL LEGAL NAME DATE OF BIRTH FULL LEGAL NAME DATE OF BIRTH
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PETS: Subject to approval. ***Please submit a photo of your animal(s) within 24 hrs. We will consider your application withdrawn if photo is not received***
TYPE BREED(S) GENDER NAME COLOR(S) AGE WEIGHT
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THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF A RENTAL AGREEMENT

Table with 3 columns: RENT, DEPOSITS, FEES. Rows include UNIT RENT, PET RENT, GARBAGE, SECURITY DEPOSIT, LATE RENT PAYMENT FEE, NSF FEE, SMOKE/CARBON MONOXIDE ALARM TAMPERING, NON-COMPLIANCE FEE.

APPLICANT ACKNOWLEDGES RENT, DEPOSITS AND FEES DISCLOSURE (INITIALS): _____

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 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

office: 5616 ne 50th ave. portland, or 97218 (hours: t-f 10a.m.- 4p.m. & sat 10a.m.- 2p.m.) mail: po box 11626 portland, or 97211
phone: 503-719-6089 fax: 503-427-7947 email: info@dwellmanagement.com

