



OFFICE USE ONLY

NEW MOVE-IN OCCUPANT TURNING 18 ADD/REMOVE ROOMMATE TRANSFER

PROPERTY NAME / NUMBER Escena Apartments 12380

UNIT NUMBER _____ ADDRESS _____

DATE UNIT WANTED _____ UNIT RENT \$ _____ NON-REFUNDABLE SCREENING CHARGE \$ 40.00

OWNER / AGENT Princeton Property Management MM/DD/YYYY PHONE (541) 241-8484

OWNER / AGENT ADDRESS 7831 SE Lake Road #200, Portland, OR 97267

SMOKING POLICY: ALLOWED - ENTIRE PREMISES PROHIBITED - ENTIRE PREMISES ALLOWED IN LIMITED AREAS (ASK MANAGEMENT FOR DETAILS)

APPLICANT

APPLICANT FULL LEGAL NAME _____ **EMAIL** _____

PREVIOUS NAMES, ALIASES OR NICKNAMES USED _____

DATE OF BIRTH _____ **SOC. SECURITY #** _____ **APPLICANT PHONE ()** _____

MM/DD/YYYY
GOVERNMENT ISSUED PHOTO I.D. TYPE _____ **#** _____ **/ STATE** _____ **EXP. DATE** _____
MM/DD/YYYY

CURRENT STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **DATE YOU MOVED IN** _____
MM/DD/YYYY

CURRENT LANDLORD NAME _____ **LANDLORD PHONE ()** _____

LANDLORD EMAIL _____ **LANDLORD FAX ()** _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ **STATE** _____ **ZIP** _____

APPLICANT FORMER STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **FROM** _____ **TO** _____
MM/DD/YYYY MM/DD/YYYY

FORMER LANDLORD NAME _____ **LANDLORD PHONE ()** _____

LANDLORD EMAIL _____ **LANDLORD FAX ()** _____

STREET ADDRESS (OR APARTMENT NAME) _____

CITY _____ **STATE** _____ **ZIP** _____

OTHER STATES AND COUNTIES YOU HAVE LIVED IN DURING THE PAST 5 YEARS _____

CURRENT EMPLOYER _____ **PHONE ()** _____

HR EMAIL _____ **HR FAX ()** _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

POSITION _____ **HOW LONG?** _____ **GROSS MONTHLY INCOME \$** _____

OTHER MONTHLY INCOME: SOURCE _____ **\$** _____ **/ SOURCE** _____ **\$** _____

ARE YOU SELF-EMPLOYED? YES NO

PREVIOUS **ADDITIONAL EMPLOYER** _____ **PHONE ()** _____

HR EMAIL _____ **HR FAX ()** _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

POSITION _____ **HOW LONG?** _____ **IF ADDITIONAL EMPLOYER, GROSS MONTHLY INCOME \$** _____

THE FOLLOWING INFORMATION IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT.

RENT

THE FOLLOWING ARE MAXIMUM AMOUNTS. THE ACTUAL AMOUNT CHARGED WILL DEPEND ON UNIT SIZE, SCREENING RESULTS, AND OTHER FACTORS.

MAXIMUM POTENTIAL RENT \$ _____

Pet Rent (1 Animal) \$ 25.00

Pet Rent (2 Animals) \$ 35.00

_____ \$ _____

_____ \$ _____

DEPOSITS

SECURITY DEP. MINIMUM \$ 800.00

SECURITY DEP. MAXIMUM \$ 2400.00
(DEPENDS ON SCREENING RESULTS AND UNIT SIZE)

Additional Deposit \$ 300.00

_____ \$ _____

_____ \$ _____

_____ \$ _____

INSURANCE

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED.

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF applicant does not qualify for the exemptions allowed under ORS 90.222.

MINIMUM INSURANCE AMOUNT: \$ 100,000.00
(\$100,000 IF LEFT BLANK)

OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN.

(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

OTHER OCCUPANTS

NAME	DATE OF BIRTH	MAKE	MODEL	COLOR	STATE	LICENSE PLATE #	OWNER
_____	MM/DD/YYYY	_____	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____	_____
_____	MM/DD/YYYY	_____	_____	_____	_____	_____	_____

VEHICLES

OTHER

IF CHECKED, PETS ARE NOT ALLOWED AT THIS PROPERTY.

IF CHECKED, PETS ARE ALLOWED SUBJECT TO APPROVAL BY MANAGEMENT. HOW MANY PETS WILL BE RESIDING IN THIS UNIT? _____

NAME _____ TYPE _____ BREED _____ AGE _____ WEIGHT _____

NAME _____ TYPE _____ BREED _____ AGE _____ WEIGHT _____

NAME _____ TYPE _____ BREED _____ AGE _____ WEIGHT _____

DO YOU INTEND TO USE: WATERBED AQUARIUM MUSICAL INSTRUMENT _____

DO YOU HAVE RENTER'S INSURANCE? YES NO

EMERGENCY CONTACT _____ PHONE (____) _____

ADDRESS _____

CONTACT IN CASE OF DEATH _____ PHONE (____) _____

ADDRESS _____

HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS? YES NO IF YES, DATE _____ MM/DD/YYYY

HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS? YES NO IF YES, DATE _____ MM/DD/YYYY

HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS? YES NO IF YES, DATE _____ MM/DD/YYYY

HAVE YOU OR ANY OTHER PERSON WHO WILL BE OCCUPYING THE UNIT EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR? YES NO IF YES, WHO _____ WHERE _____ WHEN _____ MM/DD/YYYY

WHAT _____

WHY ARE YOU VACATING YOUR PRESENT PLACE OF RESIDENCE? _____

HAVE YOU GIVEN LEGAL NOTICE WHERE YOU NOW LIVE? YES NO

HOW DID YOU HEAR ABOUT OUR PROPERTY? _____

IF CHECKED, APPLICANT IS HEREBY NOTIFIED THAT THE TENANCY WILL BE FIXED TERM AND IT IS OWNER'S INTENT TO SELL THE DWELLING UNIT OR PERMANENTLY CONVERT THE DWELLING UNIT TO A USE OTHER THAN AS A DWELLING UNIT.

SCREENING

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

SCREENING COMPANY OR CREDIT REPORTING AGENCY

COMPANY NAME Background Investigations PHONE (503) 639-6000

ADDRESS 7668 SW Mohawk St, Tualatin, OR 97062

EMAIL applications@biinc.com

If the application is approved, applicant will have 72 hours from the time of notification to either, at Owner/Agent's option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to timely take the steps required above, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

GOOD FAITH ESTIMATE

Approximate number of units currently available, or which will in the foreseeable future be available, of the size and in the area requested by applicant: _____ unit(s).

Approximate number of applications previously accepted and currently under consideration for those units: _____ application(s).

If the blanks above are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

SIGNATURE

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agent's rental criteria.

APPLICANT X _____ DATE _____ PHOTO I.D. VERIFIED BY _____ (INITIALS)

OWNER/AGENT X _____ DATE RECEIVED _____ TIME RECEIVED _____ MM/DD/YYYY

OWNER/AGENT NOTES _____

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PRINCETON PROPERTY MANAGEMENT
Escena Apartments
7831 SE Lake Road, Suite 200 - Portland, OR 97267
-- RENTAL CRITERIA --

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit.
(A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing)
2. Two persons are allowed per bedroom for the entire unit.

II. APPLICATION PROCESS

Steps to become a resident with Princeton Property Management:

1. Select your rental unit.
2. Complete the application on the designated form.
3. Pay your non-refundable credit/screening fee of \$40.00 dollars. Payment by cashier's check or money order required.
4. Be prepared to wait at least one to three business days for the information on your application to be verified.
5. Once the application is approved, a Rental Agreement or an Execution Agreement must be signed by both parties within 72 hours. If you decide to enter into the Rental Agreement you will be required to pay all move-in costs at that time. If you are not ready to move an Agreement to Execute a Rental Agreement or a Deposit to Secure Occupancy Agreement must be signed and an execution deposit of \$200 must be paid. This will hold your unit for no more than ten (10) business days. If you move in the \$200 will be applied to your security deposit. If you choose other housing your \$200 execution deposit will be forfeited. You are encouraged to read the Rental Agreement at the time of application.

III. GENERAL CRITERIA STATEMENT

1. Positive government issued identification with a picture will be required.
2. A complete and accurate application listing the current and at least one previous, verifiable rental reference and phone numbers. Incomplete applications will be returned to the applicant.
3. Each applicant will be required to qualify individually.
4. Security Deposits will be \$800, \$1600, or \$2400, based on these criteria.
5. Everyone 18 years of age or older must be screened and put on the lease. If a roommate is added, during the course of residency, they must be screened, approved, and added to the lease. If their screening requires a higher deposit than what is on hand for the unit, the additional amount must be paid at the time the roommate is added.
6. Once approved, applicants will be required to obtain and maintain renter's insurance with a minimum of \$100,000 liability. Proof must be provided to management at the time of move in, at the time of each lease renewal, or upon the landlord's request.
7. Residents must remain current on all utility charges. If, at any time, utility accounts fall delinquent more than two (2) times in a 12 month period an additional deposit of \$250 may be required.
8. Applicants must be able to enter a legal and binding contract.
9. Inaccurate or falsified information will be grounds for denial.
10. Criminal and eviction records are assessed first and if a disqualifying record is found the application will be denied without further review.
11. Any individual, who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
12. In-order to qualify as a co-signer, you must fully meet all areas of the criteria and be able to show proof of income equaling four (4) times the monthly stated rent.

IV. PET POLICY

Pet policies differ by property. *Please ask your leasing representative for this property's pet policy.* No pets are allowed on the premises without a signed pet agreement, payment of an additional security deposit, and maintenance of current renter's insurance with pet liability included. If not included, additional pet liability in the amount of \$5000 must be obtained. No matter what the pet policy the following breeds are not allowed:

1. Pit Bulls & Staffordshire Terriers
2. Doberman Pinschers
3. Rottweilers
4. German Shepherds
5. Chows
6. Dalmatians
7. Presa Canarios & Mastiffs
8. Akitas
9. Alaskan Malamutes & Huskies
10. Wolf-hybrids

V. INCOME CRITERIA AND CONTINGENCIES

1. Monthly household income should be equal three (3) times the stated monthly rent. If monthly household income does not equal three (3) times the monthly stated rent the application will be denied unless a qualified co-signer can be provided.
2. At the time the application is submitted proof of verifiable income will be required. This proof must be dated within 45 days of the application. (*Verifiable income may mean, but is not limited to: Bank accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Grants/Loans, & Public Assistance which can include: SNAP, TANF, DHS, Housing Choice Vouchers, etc.*).
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
4. Applicants providing Bank Accounts or Trust Accounts as verifiable income will be required to show a balance greater than six (6) months living expenses (3x's rent amount x 6 months).
5. You will be denied if your source of income cannot be verified.

VI. EMPLOYMENT CRITERIA AND CONTINGENCIES

1. Twelve (12) months of verifiable employment will be required.
2. Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
3. A security deposit of \$1600 will be required when employment does not meet the requirements but the other criteria are met.

VII. CREDIT CRITERIA AND CONTINGENCIES

1. Negative or adverse debt exceeding \$100 on a credit bureau (*ie... Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgments & Wage Garnishment programs*) will require a security deposit of \$1600, or a qualified co-signer.
2. One (1) to Five (5) unpaid collections (not medical related) reported from the credit bureau will require a security deposit of \$1600, or a qualified co-signer.
3. Six (6) to Ten (10) unpaid collections (not medical related) reported from the credit bureau will require a security deposit of \$2400, or a qualified co-signer.
4. Eleven (11) or more unpaid collections (not medical related) reported from the credit bureau will result in denial.
5. Bankruptcies discharged within one year from the date of application will require a security deposit of \$2400 or a qualified co-signer.

VIII. RENTAL CRITERIA AND CONTINGENCIES

1. Twenty-four months of verifiable contractual rental history from a current third party landlord or home ownership is required.
(*Rental references ending 12 months prior to the date of application will not be considered current.*)
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Four (4) years of eviction free rental history will be required.
5. Rental history reflecting more than \$100 in damages will require a security deposit equal of \$1600, or a qualified co-signer, once the debt is settled.

6. Rental history demonstrating more than three (3) noise disturbances or other documented complaints will result in denial.
7. Rental history demonstrating residency, but not contractual rental history, will require a security deposit of \$1600 or a qualified co-signer.
8. Two (2) or more 72 Hour Notices within a period of one year will result in denial.
9. Two (2) or more NSF checks within a period of one year will result in denial.
10. Rental history reflecting ANY unpaid balances to a previous landlord will result in denial.

IX. DISABLED ACCESSIBILITY

Princeton Property Management allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition per Fair Housing guidelines. Princeton requires:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work will be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications are made.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate city, county or state building permits and required licenses made available for landlord inspection.
6. A restoration deposit may be required per Fair Housing guidelines.

X. ASSISTED LIVING CRITERIA

Applicants requiring the assistance of a permanent or temporary live-in caregiver will be required to have the caregiver fill out an application and pay a screening fee of \$15. A limited screening involving a credit report (for identification purposes) and a criminal background check will be performed. Caregiver must meet complex requirements regarding criminal history or their application will be denied.

XI. CRIMINAL CONVICTION CRITERIA

Upon receipt of the Rental Application and screening fee, Owner/Agent will conduct a search of public records to determine whether applicant or any proposed resident or occupant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea or no contest plea), for any of the following crimes as provided in ORS 90.303(3): 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 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 of residents, the landlord or the landlord's agent. Owner/Agent will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicant, or any proposed occupant, has a Conviction in their past which would disqualify them under these criteria, and desires to submit additional information to Owner/Agent along with the application so Owner/Agent can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicant should do so. Otherwise, applicant may request the review process after denial as set forth below.

A single Conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the Rental Application.

- a) Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance, where the date of conviction has occurred in the last 10 years.
- b) Felonies not listed above involving: 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 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 of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
- c) Misdemeanors involving: drug related crimes, person crimes, sex offenses, weapons, violation of a restraining order, criminal impersonation, criminal mischief, stalking, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.

- d) Misdemeanors not listed above involving: theft, criminal trespass, property crimes or any other crime if the conduct for which 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 of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which any applicant is currently registered as a sex offender, will result in denial.

XII. CRIMINAL CONVICTION REVIEW PROCESS:

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if:

(1) Applicant has submitted supporting documentation prior to the public records search; or (2) applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor;
- iii) Certifications of various treatments rehab programs;
- iv) Letter from family members who know the individual well;
- v) Letter from employer, teacher etc.
- vi) Certification of trainings completed;
- vii) Proof of employment; and
- viii) Statement of the applicant.

Owner/Agent will:

(a) Consider relevant individualized evidence of mitigating factors, which may include:

the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.

(b) Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information.

(c) Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

XIII. DENIAL POLICY

If your application is denied due to negative and adverse information being reported from the screening company, you may;

1. Contact Background Investigations at (503) 639-6000 to discuss your application and their investigation.
2. If the denial was based on negative credit, contact the credit reporting agency listed on the denial letter to:
 - a) Identify who is reporting unfavorable information.
 - b) Request a correction of the information from the Credit Bureau.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following;

Write to our: Equal Housing Opportunity Manager
7831 SE Lake Road, Suite 200
Portland, OR 97267

Your letter should include the reasons you believe your application should be re-evaluated and request a review of your file. Your application will be reviewed within seven working days from the date your letter was received. You will be notified of the outcome.

Princeton Property Management
10/2018