



1834 SW 58th Ave #202 Portland, OR 97221 . ph 503.292.4084 . fx 503.292.4862

www.portlandrentalservice.com

## Pre-Screening Disclosures

Unit Address: \_\_\_\_\_ Date/Time Received: \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_  am/ pm \_\_\_\_\_

PRS STAFF INITIALS

Portland Rental Service (PRS) is an equal opportunity Landlord and does not discriminate against the "Protected Classes" as stated in Federal and/or State/City Law (Race, Color, Religion, Sex, National Origin, Disability, Familial Status, Marital Status, Source of Income, Previous Eviction which Applicant Won, Sexual Orientation, and Age).

### 1. FEES

- a. **Processing Fee:** There is a \$45.00 Processing Fee for each adult that applies for a rental unit. All adults that will be occupying the rental unit must submit an application. This fee covers the Processing of the Application and is Non-Refundable once any part of the screening process has begun.
- b. **Reservation Deposit:** Within 24-hours of approval of any application, the applicant(s) must submit a reservation deposit in the amount of the full security deposit for the unit along with signing a form which gives intent to execute the rental agreement with PRS as of a designated date. If this deposit is not received, PRS will begin processing the next application in line for the unit.

### 2. SCREENING CRITERIA

PRS bases applicant approval on the following three (3) criteria.

- ✓ **Credit Report** – including credit history, eviction history and public/criminal record. If credit history is marred in any way, PRS reserves the right to decline applicant(s) or request an additional deposit and/or request a co-signer. PRS will not accept applicants with evictions and/or criminal records. If you feel that there is an error on your credit report, 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 to be approved by the owner of the company.
- ✓ **Employment/Financial Verification** – specific verification must be able to be made. In cases where specific verification cannot be made, PRS will request copies of pay stubs for three (3) months. Self-employed persons must provide two (2) previous years of Schedule 1040 C tax returns. Applicants who have investments are encouraged to disclose such investments to help aid this section of the screening process. Students who are substantially supported by parents 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. If this criteria is not met, PRS may request a co-signer. For 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

Upon approval of your application, the Reservation Deposit must be received at the appropriate place of payment within twenty-four (24) hours. The lease agreement must be signed on the day specified by the intent to execute form, unless other circumstances do not allow. Payment of a full 30 days of rent (in addition to any garbage and/or pet rent) will be due at signing, unless other arrangements have been made through PRS.

### 3. PETS/ANIMALS

PRS properties are Pet-Friendly! PRS allows most animals, however, we work on a case-by-case basis on approval of any animals other than dogs and cats. PRS does not allow animals younger than one year of age. However, PRS will reconsider this policy when an applicant is willing to pay a substantial "Pet Deposit" in addition to the required "Pet Rent" (separate from Security Deposit). PRS reserves the right to decline a request to allow a puppy and/or kitten in any of our units, and deals with these situations on a case-by-case basis. PRS requires photo documentation of any dog(s) that will be residing in the unit. Please submit a photo of your dog(s) within 24 hours of submitting an application. PRS also does not allow the following breeds of dogs (including mixes): Rottweiler, Pit Bull (including American Staffordshire Terrier), Doberman Pincher, Chow and Shar-pei. PRS charges "Pet Rent" for each animal. Cats are \$20/mo/cat, Dogs under 40lbs are \$20/mo/dog, Dogs between 41-75lbs are \$30/mo/dog, and Dogs over 75lbs are \$40/mo/dog.

Applicant

Date

Applicant

Date

## Application for Rental

Unit Address: \_\_\_\_\_ Date/Time Received: \_\_\_/\_\_\_/\_\_\_ at \_\_\_:\_\_\_  am/ pm \_\_\_\_\_  
PRS STAFF INITIALS

Lease Desired (circle one): 6/12/18/24 mo. – rent increases/decreases may apply: \_\_\_\_\_ Desired Move-in Date: \_\_\_/\_\_\_/\_\_\_

Any Pets?  Yes  No If yes, describe: \_\_\_\_\_

**(NOTE: Please submit a photo of your dog(s) within 24 hours accompany this application. If we do not receive this information, PRS will consider your application withdrawn)**

### ❖ APPLICANT ONE:

#### Personal Information:

Legal Name (Last, First, Middle) \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No; If so, when? \_\_\_\_\_ for what? \_\_\_\_\_

**Employment/Finances:**  Self Employed  Employment  Investments/Retirement Income/Savings  Parents/Family

Employer (if applicable): \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date of Hire: \_\_\_/\_\_\_/\_\_\_

Total Monthly Income: \$ \_\_\_\_\_ (Sources, i.e.: employment, investments, child support, etc.): \_\_\_\_\_

#### Rental History:

Have you ever been evicted?  Yes  No. Why are you vacating present address? \_\_\_\_\_

• Present Address:  Own  Rent Amount of Rent/Mortgage: \$ \_\_\_\_\_ Move-in: \_\_\_/\_\_\_/\_\_\_ Est. Move-out: \_\_\_/\_\_\_/\_\_\_

Complete Address (city, state, zip): \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

• Previous Address:  Own  Rent Amount of Rent/Mortgage: \$ \_\_\_\_\_ Move-in: \_\_\_/\_\_\_/\_\_\_ Est. Move-out: \_\_\_/\_\_\_/\_\_\_

Complete Address (city, state, zip): \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

### ❖ APPLICANT TWO or CO-SIGNER (please circle one, if applicable):

#### Personal Information:

Legal Name (Last, First, Middle) \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No; If so, when? \_\_\_\_\_ for what? \_\_\_\_\_

**Employment/Finances:**  Self Employed  Employment  Investments/Retirement Income/Savings  Parents/Family

Employer (if applicable): \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date of Hire: \_\_\_/\_\_\_/\_\_\_

Total Monthly Income: \$ \_\_\_\_\_ (Sources, i.e.: employment, investments, child support, etc.): \_\_\_\_\_

#### Rental History:

Have you ever been evicted?  Yes  No. Why are you vacating present address? \_\_\_\_\_

• Present Address:  Own  Rent Amount of Rent/Mortgage: \$ \_\_\_\_\_ Move-in: \_\_\_/\_\_\_/\_\_\_ Est. Move-out: \_\_\_/\_\_\_/\_\_\_

Complete Address (city, state, zip): \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

• Previous Address:  Own  Rent Amount of Rent/Mortgage: \$ \_\_\_\_\_ Move-in: \_\_\_/\_\_\_/\_\_\_ Est. Move-out: \_\_\_/\_\_\_/\_\_\_

Complete Address (city, state, zip): \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant(s) hereby certifies the information provided is true and correct and authorizes Portland Rental Service to make any and all inquiries necessary to evaluate this application. Information provided may be made available to other services or 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 full security deposit for the unit is due within 24-hours as evidence of intent to execute the rental agreement with Portland Rental Service.

Applicant One: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Photo ID Verified  Yes  No

Applicant Two: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Photo ID Verified  Yes  No