



**Allen North Properties**  
**207 E 5<sup>th</sup> Avenue, Suite 232**  
**Eugene, OR 97401**  
**541-359-0116**

**www.AllenNorthProperties.com**

**RENTAL APPLICATION**

Date \_\_\_\_\_ Application Fee Paid (circle one):  Cash  Credit

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

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**Desired Rental Property Address**

**Desired Move in Date**

Current Address \_\_\_\_\_ City \_\_\_\_\_ S  
t  
a  
r  
t

Length at address \_\_\_\_\_ / \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Yrs/Mos

Manager Name \_\_\_\_\_ Manager Phone \_\_\_\_\_

Previous Address (if less than 2 years at current address) Duration

\_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth (MM/DD/YYYY)      Social Security Number      Driver License Number

Employer      Address

\$ \_\_\_\_\_ /

Position      Monthly Salary      Time at Current Job (Yrs/Mos)

Supervisor      Title

P  
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\$ \_\_\_\_\_

Previous Employer      Other Income      Source

Have you had a prior eviction? (circle one)      YES      NO

Have you had a bankruptcy filing? (circle one)      YES      NO

Do you have a criminal history of felony? (circle one)      YES      NO

Do you have any pets that would occupy the residence?      Yes       No

If Yes to Above...      NOTE: This provision does not imply that pets are allowed.

Breed      Size      Weight

Breed \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_

Additional person(s) living in the household:  
\_\_\_\_\_

Automobile Make: \_\_\_\_\_ Color: \_\_\_\_\_ Plate Number: \_\_\_\_\_

Additional Vehicles: \_\_\_\_\_

Personal References:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to notify in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONSENT TO CREDIT CHECK**

I, We, \_\_\_\_\_, the undersigned applicant(s) authorize Allen North Properties LLC, to order and review my/our credit and criminal history and investigate the accuracy of the information contained in the application. I/We further authorized all banks, employers, creditors, credit card companies, references, and any and all other persons to provide to Allen North Properties LLC any and all information concerning my/our credit.

NOTE: The screening charge is per applicant and non-refundable. Application(s) will NOT be processed without receipt of a screening fee. If another application is accepted prior to your application, your application may be used for other available properties.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Unsigned applications will not be considered.

Allen North Properties complies with all Federal and State laws regarding discrimination and does not discriminate based upon age, sex, race, marital status, religion, national origin, or other prohibited classifications.

If this application is approved, Tenant must make the security deposit and sign the lease before tenancy begins. The completion of this application by Tenant and the acceptance of this application by Allen North Properties creates no obligation of Allen North Properties to approve the application. If applying as married, all persons who will sign the lease agreement must sign and initial all pages of this rental application.

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to Allen North Properties' decision with respect to granting or denying your application to enter into a lease agreement

#### **OCCUPANCY POLICY**

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.)
2. The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants.

#### **GENERAL STATEMENTS**

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal or credit history or both will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete, or falsified information will be grounds for denial of the application.
4. Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, termination shall result.
5. Any individual whose tenancy may constitute a direct threat to the health and safety of any individual, the premises, or the property of others, will be denied tenancy.
6. Renters' insurance is a requirement for tenancy.

#### **INCOME CRITERIA**

1. Monthly income should be at least three (3) times stated rent\*, and must be from a verifiable, legal source. If applicant's monthly income is between two (2) and three (3) times the stated rent, applicant will be required to pay an additional security deposit equal to one month's rent or provide acceptable co-signers. Income below two (2) times the state rent will result in denial.  
\*If applicant will be using local, state, or federal housing assistance as a source of income, "stated rent" as used in this section means that portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
2. Twelve (12) months of verifiable employment will be required if used as a source of income. Less than twelve (12) months of verifiable employment will require an additional security deposit or acceptable co-signer.
3. Applicants using self-employment income will have their records verified through the state corporation commission and will be required to submit records to verify their income, which records may include the previous year's tax returns.

#### **RENTAL HISTORY CRITERIA**

1. Twelve (12) months of verifiable, contractual rental history from a current, unrelated, third-party landlord, or home ownership, is required. Less than twelve (12) months verifiable rental history will require an additional security deposit or acceptable co-signer.
2. Three (3) or more notices for nonpayment of rent within one (1) year will result in denial of application.
3. Three (3) or more dishonored checks within one (1) year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application. Except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency, that accrued on or after April 1, 2020, and before March 1, 2022.
5. Rental history including three (3) or more noise disturbances or any other material non-compliance with the rental agreement or rules within the past two (2) weeks will result in denial.

#### **EVICTION HISTORY CRITERIA**

Five (5) years of eviction-free history is required except for general eviction judgments entered on claims that arose on or after April 1, 2020, and before March 1, 2022. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

#### **CREDIT CRITERIA**

1. Negative or adverse debt showing on consumer credit report will require additional security deposits or acceptable co-signers.
2. Ten (10) or more unpaid collections (not related to medical expenses) will result in denial of the application.

#### **CRIMINAL CONVICTION CRITERIA**

Upon receipt of the Rental Application and screening, 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 the 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 criminal conviction 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, however, see item (c) under "Criminal Conviction Review Process" below regarding holding the unit.

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.
- b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any crime if the conduct for which applicant was convicted or charged is of a nature that would adversely affect property of the landlord or tenant or health, safety or right of peaceful enjoyment of the premises of the resident, the landlord or the landlord's agent, where the date of disposition has occurred in the last seven (7) years.
- c) Misdemeanors involving: drug-related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last five (5) years.
- d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, 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 tenant or health, safety or right of peaceful enjoyment of the premises of the resident, the landlord or the landlord's agent, where the date of disposition has occurred in the last three (3) years.
- e) Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial.

#### **Criminal Conviction Review Process**

Owner/Agent will engage in an individualized assessment of the applicant's, or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:

- (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, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.;
- v) Certification of training completed;
- vi) Proof of employment; and
- vii) 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 the 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 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.