



APPLICATION TO RENT

1

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____ / ____ / ____
 Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____
 # of Units Available: _____ Applicant #: _____ Date: ____ / ____ / ____ Time: _____ a.m. p.m.
 Examined picture identification? Yes No Type of identification? _____

PERSONAL INFORMATION

Applicant Name: _____ Telephone: _____ - _____
 First Middle Last

Email Address: _____ Cellular Number: _____ - _____

S.S. #: _____ Birth Date: ____ / ____ / ____ Driver's License, State and #: _____

Co-applicant Name: _____ Telephone: _____ - _____
 First Middle Last

Email Address: _____ Cellular Number: _____ - _____

S.S. #: _____ Birth Date: ____ / ____ / ____ Driver's License, State and #: _____

1) **Current Address:** _____ City: _____ State: _____ Zip: _____
 Since: ____ / ____ / ____ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: _____ - _____

2) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

3) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

4) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; Filed Bankruptcy? Yes No; Been convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

1) Applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

2) Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

3) Co-applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

Other Income (per month) \$ _____ Source: _____ Telephone: _____ - _____

Other Income (per month): \$ _____ Source: _____ Telephone: _____ - _____



APPLICATION TO RENT

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TIPS AND EXPLANATIONS

At the top left of this form you will see that this form was created by the Oregon Rental Housing Association and, as such, specifically reflects Oregon's landlord / tenant laws.

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OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____/____/____
Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____
of Units Available: _____ Applicant #: _____ Date: ____/____/____ Time: _____ a.m. p.m.
Examined picture identification? Yes No Type of identification? _____

TIPS AND EXPLANATIONS

The first section of this form is labeled OWNER / AGENT TO COMPLETE and is there for the housing provider (the property owner, the on-site manager or property manager) to complete.

It's here s/he will document the address of the property you're applying to rent as well as the move-in date (which may be filled in later), the amount of the rent, deposits, and fees. S/he will also record the number of units available, the application number s/he has assigned to you (if any), the date and time s/he receives your completed application.

There is also a place here for the landlord to document your picture ID. This is placed here because many landlords and management companies request that their staff verify your identity by looking at your picture ID such as a driver's license or state-issued ID card, for example. If you do not have a state issued ID card, visit www.FHCO.org/pdfs/SuggestedAltDocs.pdf for a list of alternative forms of documentation you may ask the landlord to consider to verify your identity.

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The next three lines ask for all the same information for anyone who is applying with you for this unit. If you are applying by yourself, simply draw a line through this section to avoid leaving fields blank.

The next few lines ask for information about your current home including your current landlord's name and phone number. The form goes on to ask for the same information on your previous three homes. Landlords ask this historical housing information for a number of reasons. One is to corroborate the information s/he will see on your credit report. If the information on the application and that on your credit report is inconsistent, you may be denied for providing false information. Another reason landlords ask for this information is that many call former landlords to ask about your rental history, payment history, how well you maintained the property, etc. Some prospective landlords will even make a point of driving by your current home to get a sense of how well you care for your present home. Give correct information. If you choose to not include information about a past landlord who you had problems with, you may be denied due to a gap in rental history or lack of rental history. It's much more effective to address any negative things a potential landlord might hear from a current or past landlord with your potential landlord before submitting the application.

At the end of this section, the form asks if you have been evicted or sued by a landlord, filed bankruptcy, or have a criminal history. Again, if you leave these fields blank or provide false information, you may be denied right away. If you are accepted and you move in and then the landlord learns you provided false information, s/he may have the right to evict you based on that false information.

If you mark "yes" to any of these questions on this form, you should be up-front with the landlord about any problems they will find when they talk to past landlords or look at your credit history, eviction, and/or criminal history. It's important to give a brief explanation of the potential problems in your past, but also to highlight things that have changed in your life since then. If you have completed treatment for any substance abuse, taken a renter education class, paid off past debts, paid court fines, stayed out of trouble with the law, been involved with other self-improvement programs, and/or have good rental history you can show (even if paid to a friend or family member), highlight these things when talking with a potential landlord. Have this talk with the landlord before you pay the application fee, and get a sense of whether or not s/he feels that you will pass the background check and their screening criteria. Based on what the landlord says, you may choose to apply, or you may choose to look elsewhere. If you find that you are getting denied at several places, or you might have a hard time passing screening criteria, consider taking a rental education class like [Ready to Rent](#). A good landlord—one you would want to rent from and work with—will thoroughly screen all applicants; so lying is not a good strategy.



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EMPLOYMENT/INCOME

1) Applicant's Employer: _____ How Long? _____
Supervisor: _____ Telephone: _____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

2) Previous Employer: _____ How Long? _____
Supervisor: _____ Telephone: _____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

3) Co-applicant's Employer: _____ How Long? _____
Supervisor: _____ Telephone: _____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) Previous Employer: _____ How Long? _____
Supervisor: _____ Telephone: _____ - _____
Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

Other Income (per month) \$ _____ Source: _____ Telephone: _____ - _____
Other Income (per month): \$ _____ Source: _____ Telephone: _____ - _____

TIPS AND EXPLANATIONS

The EMPLOYMENT / INCOME section of this form asks about your employment history. Here, and in other areas of the application, the landlord's aim is to determine whether or not you have enough money to pay your rent. Numbers 1) and 2) ask about your current job and your previous job. Numbers 3) and 4) ask for the same information for anyone applying for the unit with you. If you're applying on your own, draw a line through these fields.

The two most important things landlords consider regarding employment are:

- 1. how much do you make, and
- 2. how stable is your job

If you have recently acquired your job, consider getting a reference from your supervisor to share with potential landlords.

Landlords ask for your supervisor's name and number in this section because many make a practice of calling your employer to confirm your employment, pay, etc. Take some pay-stubs or other proof of employment and income with you. Landlords sometimes have difficulty verifying information from employers. Making the job easy just may make that landlord more inclined to rent to you.

At the bottom of Page 1, the form asks for any other sources of income; a few examples may be social security income, disability income, unemployment income, child support, etc. Note that legal sources of income are a protected class in Oregon, with the exemption of Section 8 vouchers. This means that landlords may not deny your application simply because your stated income comes from disability income or unemployment income, for example. However, you can be denied for not having enough income, even if its from social security or Temporary Assistance for Needy Families (TANF). Most landlords will ask that your income is 2-3 times the rent amount. If you do not make enough money to pass this requirement, consider getting a roommate, applying for subsidized housing, or increasing your income.

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BANK

- 1) Bank: _____ Branch: _____ Checking Account #: _____
- 2) Bank: _____ Branch: _____ Savings Account #: _____
- 3) Bank: _____ Branch: _____ Type/Account #: _____

TIPS AND EXPLANATIONS

The first section on Page 2 of this form asks for your personal banking information. If you are unwilling to share this information due to concerns about identity theft, at the very least you should write "information available upon request" and discuss the matter with the landlord when you submit your application to him / her. You should be willing to give the name of your bank(s), but it is not necessary for a landlord to have your bank account number(s). If you write in "information available upon request," have a discussion with the landlord about what you mean by this and offer to show a bank statement if required.

NOTE: If you plan to pay the rent, or the application fee, with a check, that information won't be a secret any longer.

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REFERENCES

1)	Next of Kin:	_____	_____	_____	Telephone: _____ - _____
		Name	Address	Relationship	
2)	Emergency Contact:	_____	_____	_____	Telephone: _____ - _____
		Name	Address	Relationship	
3)	Personal Reference:	_____	_____	_____	Telephone: _____ - _____
		Name	Address	Relationship	
4)	Personal Reference:	_____	_____	_____	Telephone: _____ - _____
		Name	Address	Relationship	

TIPS AND EXPLANATIONS

The next section asks for your REFERENCES, including a next of kin and a contact who might be used in the event of an emergency. Again, be aware that landlords may call these references to inquire about you as an applicant. This is a good place to include references from people who may have something positive to say about things that look negative to a landlord. For example, if you have criminal history, you might consider getting a reference from a probation or parole officer to state that you complied with all your requirements. If you have some bad rental history, it would be good to get a reference from a past landlord (could also be family or friends you have lived with or rented from) stating that you were a good renter. It's a good idea to have 2-3 reference letters on hand, in case landlords want to see them, but also let your references know they may receive a phone call from a potential landlord.

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PERSONAL PROPERTY					
1)	Automobile: Make _____	Model _____	Year _____	License # _____	State _____
2)	Automobile: Make _____	Model _____	Year _____	License # _____	State _____
3)	Other Vehicles/Boats _____	Model _____	Year _____	License # _____	State _____
Do you own the following: Piano/Organ? <input type="checkbox"/> Yes <input type="checkbox"/> No Water-filled furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No Fish Tank or Aquarium? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PET # 1			PET # 2		
Type: _____	Size _____	Weight _____	Type: _____	Size _____	Weight _____
Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No			Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No		

TIPS AND EXPLANATIONS

The PERSONAL PROPERTY section asks for a variety of information from you. The first three lines ask for information about any vehicles you and those in your household have. This information is often used if there is a parking lot at the place you are applying for to ensure that you are in compliance with parking rules, and so you are not accidentally towed. Landlords may tow a vehicle, or grow suspicious of cars they do not recognize, if they are frequently parked on the property, parked in unauthorized spaces, or are parked and never moved. If, after you move in, you get a new vehicle or no longer have your vehicle, let the landlord know.

The next line asks if you own a piano, water-filled furniture (such as a waterbed), or aquariums. These kinds of furniture are often large and heavy and may cause damage to the property. If you have any of these items and would like to move it into the unit, be certain to discuss this with the landlord. S/he may allow it with an added deposit, for example. Be sure to get any such agreements in writing.

The next section asks about any pets in your household. Under landlord / tenant law, landlords have the right to refuse to allow pets, restrict the number of pets, restrict the size of pet(s), and/or restrict certain breeds. Note: if you do not have a pet or the landlord does not allow pets, then this section should simply be crossed out. You should know that, under fair housing laws, if you have a disability and a related service animal you cannot be charged a pet fee or pet deposit and your landlord must waive his/her no pets policy. For more information about service animals for those with disabilities visit <http://fhco.org/serviceanimals.htm>. Note: If you require a service animal (or any other disability-related accommodation or modification), you are advised to formally request what you need from the landlord and go through the proper process. For more information about reasonable accommodations and modifications, visit www.FHCO.org/disability.htm.

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APPLICANT'S COMMENTS & EXPLANATIONS:

TIPS AND EXPLANATIONS

Next, the form asks for any comments or explanations you would like to offer as your prospective landlord considers your application. Be up-front with the landlord about any problems they will find when they talk to past landlords or look at your credit history, eviction, and/or criminal history. It's important to give a brief explanation of the potential problems in your past, but also to highlight things that have changed in your life. You should consider writing a brief letter explaining what the issue was and what has been done to mitigate it, so the chances of its happening again are reduced. The letter should be no more than one side of a piece of paper and it should typed. The space provided does not give enough room for a good explanation. You can write, "please see attached document" in this section of the application form, and attach your letter to the back.

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MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

_____	_____
_____	_____

TIPS AND EXPLANATIONS

The MEMBERS OF HOUSEHOLD section asks you to identify everyone who will live in the unit. Under landlord / tenant law, landlords have the right to restrict those not listed on the rental agreement from moving in. The form also asks for the age of each occupant. This is fine; however, familial status is a protected class under fair housing laws and if the landlord denies you or treats you differently than others simply because you have children under 18 (including a pregnant woman, adopted or foster kids, etc.) it is illegal. Please call the Fair Housing Hotline free at 1-800-424-3247 (TTY) if you feel you have been discriminated based on familial status.

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TIPS AND EXPLANATIONS

At the bottom left corner of the form you will see the “EQUAL HOUSING OPPORTUNITY” logo. This logo was created by the Dept. of Housing and Urban Development and is used by housing providers to indicate that they are aware of their legal obligations to comply with federal, state, and local fair housing laws. It is also meant to alert you that you have rights under fair housing laws.

Fair housing refers to federal, state, and local civil rights laws that protect against illegal housing discrimination based on the following protected classes:

FEDERAL:		
	Race, Color, National Origin	
	Religion	
	Gender	
	Familial Status	
	Disability	
STATE:	OREGON:	WASHINGTON:
	Marital Status	Marital Status
	(Legal) Source of Income	Sexual Orientation
	Sexual Orientation / Gender Identity	Honorably Discharged Veteran / Military Status
	Domestic Violence Victims	Domestic Violence Victims
LOCAL:		
For a list of protected classes by jurisdiction in Oregon and SW Washington visit www.FHCO.org/mission.htm		

To learn more visit <http://www.FHCO.org> or call the Fair Housing Hotline free at 1-800-424-3247 (TTY).

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