



REAL ESTATE SERVICES

505 SE Washington St. Hillsboro, OR 97123  
503.648.6445 Office  
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### **Application for Residency**

Date _____	Property Address _____	
Unit # _____	Rent amount \$ _____	Date needed _____

#### **APPLICANT SCREENING CRITERIA**

Hayden Group, LLC Property Management does not discriminate based on race, color, religion, national origin, familial status, disability, or legal source of income. In addition, we do business in accordance with the Federal Fair Housing Law.

We strive to maintain the quality of the homes we manage. We have a very thorough applicant screening process. Applications must be complete in full by all residents 18 and over. Application screening fee is \$45 per applicant and must be paid by certified funds (Money Order or Cashiers Check) **NO CASH**. We will need a copy of the most recent pay stub & photo ID for each applicant 18 and over. Once the application is processed, the application screening fee is non-refundable. Multiple applications for the same property will be processed in the order that they are received. The first application will be processed and if approved, any other applications and screening fees will be returned. Once approval has taken place, a \$200 holding deposit must be paid by certified funds within 24hrs, which will then be applied to your security deposit. The \$200 is forfeited if occupancy is not taken after approval.

#### **General Requirements**

- ▶ A complete & accurate application with phone numbers (Incomplete applications will be returned)
- ▶ Each applicant 18 and over will be required to qualify individually.
- ▶ Applicant must be able to enter a legal and binding contract; a 12-month lease required, unless otherwise noted.
- ▶ Incomplete, inaccurate or falsified information will be grounds for denial.
- ▶ Any applicant convicted of a misdemeanor or felony will be denied.
- ▶ Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
- ▶ Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
- ▶ The denial of one applicant will result in the denial of the entire application.

#### **Rental History Requirements**

- ▶ Two years of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgage payments must be current. Home ownership negotiated through a land sales contract is verified through the contract holder.
- ▶ Rental history reflecting past due rent or an outstanding balance will be denied.
- ▶ If a landlord gives a negative reference or refuses to give a reference, the application will be denied.

#### **Income Requirements**

- ▶ Monthly household income should equal 2 ½ times the stated monthly rent.
- ▶ Verifiable income or liquid assets equal to 2 ½ times the total annual rent will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans.) Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns. Self employed applicants will be verified though the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
- ▶ If applicant does not meet income standards, application will be denied.



## **REQUISITOS PARA RESIDENCIA**

Hayden Group, LLC Property Management no discrimina en base de raza, color, religion, nacionalidad, estado familiar, discapacidad, o tipo de ingresos legales. Además, manejamos nuestro negocio de acuerdo con la Ley Federal de Fair Housing.

Nosotros tratamos de mantener la calidad de las propiedades que manejamos. Aplicaciones necesitan estar completas cuando se entregan, cada persona mayor de 18 debe llenar una aplicación. El costo para procesar la aplicación es de \$45.00 por aplicante y debe de ser pagado en cheque de cajero o Money Orders NO EN EFECTIVO. Necesita mostrar su ultimo talon de cheque y su Identificación por cada aplicante mayor de 18. Al tiempo que su aplicación es procesada no se le devuelve el cargo por la aplicación. Aplicaciones multiples por la misma residencia serán procesadas en el orden en que sean recibidas. La primera aplicación es procesada y si es aprobada, las otras aplicaciones al igual que su costo serán regresados. Cuando la aplicación es aprobada se debe de entregar \$200.00 para detener la residencia a la que se aplica, los cuales deben de pagarse en 24 horas, estos serán aplicados a su deposito. Los \$200.00 no son reembolsables si el aplicante o aplicantes deciden no tomar la residencia después de que la aplicación haya sido aprobada.

Solicitud:

Se requiere firmar un contrato de 12 meses. Al entregar la aplicación, también se requiere una foto de identificación para cada aplicante. Cada aplicante de 18 años o mayor necesita calificar individualmente. La solicitud estar completa y firmada.

Historia de Residencia

- ▶ El aplicante(s) deben de proveer verificable historia residencial por dos años anteriores con pagos hechos a tiempo y también que hayan cuidado apropiadamente la residencia.
- ▶ Si algun propietario o manager nos da una referencia negativa, la aplicación sera negada
- ▶ Historia residencial que refleje renta pendiente sin pagar o un balance demasiado grande en su cuenta sera negada.

Estabilidad de Empleo

- ▶ El aplicante(s) deben tener un minimo de 6 meses o dos años consecutivos de trabajo anterior

Verificación de crédito

- ▶ Se verificara su crédito por medio de Equifax Credit Information Services

Antecedentes penales

- ▶ Se revisaran antecedentes penales en cada aplicante.

## PERSONAL INFORMATION

**Applicant #1** Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Diver's License Number \_\_\_\_\_ State \_\_\_\_\_  
Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Applicant #2** Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Diver's License Number \_\_\_\_\_ State \_\_\_\_\_  
Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Full Name of all other Residents	Relationship to you	Date of Birth

## RESIDENCE HISTORY

### Applicant #1

Present Address \_\_\_\_\_ Apt: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date occupied \_\_\_\_\_ Circle one: Rent or Own  
Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Have you given notice? Yes or No      Were you asked to leave? Yes or No  
Monthly Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Dates occupied \_\_\_\_\_ Circle one: Rent or Own  
Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Did you give notice? Yes or No      Were you asked to leave? Yes or No  
Monthly Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

### Applicant #2

Present Address \_\_\_\_\_ Apt: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date occupied \_\_\_\_\_ Circle one: Rent or Own  
Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Have you given notice? Yes or No      Were you asked to leave? Yes or No  
Monthly Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Dates occupied \_\_\_\_\_ Circle one: Rent or Own  
Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Did you give notice? Yes or No      Were you asked to leave? Yes or No  
Monthly Rent \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**Applicant #1**

Present Status:  Full Time  Part Time  Not Employed  Retired  Student

Present Employer (or most recent) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

**Applicant #2**

Present Status:  Full Time  Part Time  Not Employed  Retired  Student

Present Employer (or most recent) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

**OTHER INFORMATION**

**Total number of vehicles** \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_

Description and LIC # of any boat, motorcycle, camper, etc. you may own: \_\_\_\_\_

**How many pets do you or other occupants own?** \_\_\_\_\_

Pet \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Pet \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

**HAVE YOU EVER BEEN:**

Evicted from any leased premises? YES OR NO If YES, Explain \_\_\_\_\_

Broken a rental agreement or lease? YES OR NO If YES, Explain \_\_\_\_\_

Filed bankruptcy? YES OR NO If YES, Explain \_\_\_\_\_

Been delinquent of your rent or any other financial obligation? YES OR NO If YES, Explain \_\_\_\_\_

Been convicted of a misdemeanor or felony? YES OR NO If YES, Explain \_\_\_\_\_

Applicant(s) hereby certify that the information is true and correct and hereby authorizes landlord / agent to make any necessary inquiries deemed necessary to evaluate the application for tenancy and credit standing. Applicant understands and accepts that any information provided that is incomplete, inaccurate, or falsified shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information. If the applicant is approved, applicant will be required to make a \$200 reservation deposit payment to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. Applicant understands and accepts Hayden Group LLC "Applicants Screening Criteria".

\_\_\_\_\_  
Applicant#1 signature

\_\_\_\_\_  
Applicant#2 signature