

**\$45.00 screening charge per applicant required.**  
**Make Check payable to: VALENTINO & ASSOCIATES, LLC**



## RENTAL APPLICATION

**VALENTINO & ASSOCIATES, LLC**  
10110 SW Nimbus Ave., Suite B-3, Portland, OR 97223  
503-968-7370 – Phone 503-968-7393 - Fax

**Rental Agreement:** If you are accepted, you will be required to sign a rental agreement within three (3) days of approval in which you will agree to abide by the rules of the rental unit or complex. A complete copy of our rental agreement is available for anyone who would like to review it. Please read the rental agreement carefully, as we take each part of the agreement seriously.

### COMPLETED BY PROPERTY MANAGER

Address of Rental Property: \_\_\_\_\_ Property ID #: \_\_\_\_\_

Move In Date: \_\_\_\_\_ Examined Picture ID?  Yes  No Type of identification: \_\_\_\_\_

How did applicant hear about this property: \_\_\_\_\_ This property has a smoking policy  Yes  No

### PERSONAL INFORMATION

Applicant's Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(Full Legal) First Middle Last

Date of Birth: \_\_\_\_\_ Driver's license # & State: \_\_\_\_\_ Home phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(Full Legal) First Middle Last

Date of Birth: \_\_\_\_\_ Driver's license # & State: \_\_\_\_\_ Home phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

**Current Address:** \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Apartment Community: \_\_\_\_\_ Unit #: \_\_\_\_\_  Rent  Own Payment Amount: \_\_\_\_\_

Landlord/Mortgage Co: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Is Landlord related to you?  Yes  No If yes, what relationship: \_\_\_\_\_

Why are you moving? \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Apartment Community: \_\_\_\_\_ Unit #: \_\_\_\_\_  Rent  Own Payment Amount: \_\_\_\_\_

Landlord/Mortgage Co: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Was Landlord related to you?  Yes  No If yes, what relationship: \_\_\_\_\_

Why did you move? \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Apartment Community: \_\_\_\_\_ Unit #: \_\_\_\_\_  Rent  Own Payment Amount: \_\_\_\_\_

Landlord/Mortgage Co: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Was Landlord related to you?  Yes  No If yes, what relationship: \_\_\_\_\_

Why did you move? \_\_\_\_\_

**\*Please note that we will need to have current phone numbers to contact your present and prior landlords for rental history. We need to have at least 2-4 years of combined rental history or you may be required to have a co-signer. If landlord requires verification faxed to them, please provide a fax number.**

For identification purposes only, please list name(s), age or date of birth & relationship to Applicant (s) all those persons who will occupy unit: \_\_\_\_\_

What state did you acquire your credit? \_\_\_\_\_

Have you ever used any other name(s)?  Yes  No If yes, name(s) \_\_\_\_\_

Do you smoke?  Yes  No - **\*If the property is listed as a non-smoking property ask management for details.**

Have you or any other person named on the application:

Been evicted?  Yes  No Refused to pay rent or sued by a Landlord?  Yes  No Filed Bankruptcy?  Yes  No

Been convicted of felony, pleaded guilty, or no contest to a crime? \_\_\_ Yes \_\_\_ No Have you or any other person named on this application ever been convicted for dealing, possessing or manufacturing illegal drugs \_\_\_ Yes \_\_\_ No Any applicant currently using illegal drugs will be denied. If approved for residency and later illegal drug use is confirmed, eviction shall result.

Pet(s): \_\_\_ Yes \_\_\_ No If yes, Type, Size, Names: \_\_\_\_\_  
Has your pet every injured or damaged anything? \_\_\_ Yes \_\_\_ No References of persons who can verify that they have allowed pets in a unit you have occupied and/or special training your pets have received. \_\_\_\_\_

Any yes answers above please comment on Page 4 or submit a letter of explanation (include date of occurrence & discharge status)

**EMPLOYMENT/INCOME**

Current Employer: \_\_\_\_\_ From: \_\_\_ / \_\_\_ / \_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_  
Applicants Job Title: \_\_\_\_\_ Salary per month: \_\_\_\_\_ Full time \_\_\_ Part time \_\_\_  
Supervisor/HR Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ From: \_\_\_ / \_\_\_ / \_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_  
Applicants Job Title: \_\_\_\_\_ Salary per month: \_\_\_\_\_ Full time \_\_\_ Part time \_\_\_  
Supervisor/HR Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Spouse Employer: \_\_\_\_\_ From: \_\_\_ / \_\_\_ / \_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_  
Spouse Job Title: \_\_\_\_\_ Salary per month: \_\_\_\_\_ Full time \_\_\_ Part time \_\_\_  
Supervisor/HR Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*Make sure that you list contact phone numbers including their fax number for either your manager or human resource professional that can verify your hire date, position and salary information. Submit a copy of your most recent pay check stubs and/or hire letter if you have just started a new job. If you are self-employed, we will require a copy of your business license, tax returns, last three (3) months bank records or client references. If your employer uses an outside company for employment verification purposes you will be responsible for the additional costs and you will need to provide us with your employer's code and the salary code that will be needed for us to verify your employment.**

List any additional Income (interest, child support, etc.). This is only necessary to list if you want to include for qualification purposes:

**BANK/CREDIT REFERENCES & PERSONAL PROPERTY**

Bank: \_\_\_\_\_ Branch \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Checking/Savings Acct #: \_\_\_\_\_  
Bank: \_\_\_\_\_ Branch \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Checking/Savings Acct #: \_\_\_\_\_  
Bank: \_\_\_\_\_ Branch \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Checking/Savings Acct #: \_\_\_\_\_

List installment payments made to mortgage, auto, and other loans

Company Name	City, State	Account #	Monthly Payment	Loan Balance
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Car \_\_\_\_\_ Model/Color \_\_\_\_\_ Yr \_\_\_\_\_ License # \_\_\_\_\_  
Car \_\_\_\_\_ Model/Color \_\_\_\_\_ Yr \_\_\_\_\_ License # \_\_\_\_\_

Do you own any of the following: Water filled furniture \_\_\_ Yes \_\_\_ No Piano/Organ? \_\_\_ Yes \_\_\_ No Fish Tank/Aquarium \_\_\_ Yes \_\_\_ No

**REFERENCES:**

#1 - Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Emergency Contact: Y \_\_\_ N \_\_\_  
Phone # \_\_\_\_\_ Address: \_\_\_\_\_  
#2 - Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Emergency Contact: Y \_\_\_ N \_\_\_  
Phone # \_\_\_\_\_ Address: \_\_\_\_\_  
#3 - Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Emergency Contact: Y \_\_\_ N \_\_\_  
Phone # \_\_\_\_\_ Address: \_\_\_\_\_

**SCREENING CHARGE DISCLOSURE(S)**

**SCREENING CHARGE OF \$45.00 IS REQUIRED AT THE TIME THE APPLICATION IS BEING MADE.**

In compliance with the Fair Credit Reporting Act (FCRA) and ORS 90-295 we are informing you that there is an applicant screening charge of \$45.00 per applicant that is 18 years of age and over. This will cover the cost of obtaining information regarding your credit worthiness, credit standing, credit capacity and criminal background. It will also include information as to your character, general reputation, personal characteristics and mode of living.

Applicant states that the facts set forth in this application are true and complete. I, as the prospective tenant agree that a complete investigation of all on this application will not constitute invasion of privacy. I am aware of and extend the privilege to Valentino & Associates LLC to obtain credit reports, rental/employment verification, bank information and/or character reports as necessary. Any reporting agency used by Valentino & Associates LLC to obtain this information has my permission to release the information found in screening. I also agree to the release of information found in screening for any lawful purpose associated with the tenancy of the premises. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. I understand that I have a right to dispute the accuracy of information obtained in the screening and that if denied due to credit, I can, according to the Fair Credit Reporting Act, get a copy of my credit report from the credit wholesaler. I agree to all of the above and sign this of my own volition. I also acknowledge receipt of the guidelines under the Applicant Screening Process.

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

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

Agent: VALENTINO & ASSOCIATES, LLC / YVONNE VALENTINO Title: PRINCIPAL BROKER Date: \_\_\_\_\_

**The following information is subject to change prior to execution of Rental Agreement. The information below will be provided to you when you are given an application. If you pull the application from our website, please call for details.**

**Unit Rent:** The following are maximum amounts; the actual amount charged will depend on unit size, screening results and other factors. \$ \_\_\_\_\_

**Security Deposit:** Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_ (Depends on screening results & unit size)

**Other:** \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Late Rent Payment Fee:** \$ \_\_\_\_\_ Late rent payment fee becomes due when rent is not received by the end of the 4<sup>th</sup> day after it is due.

**Lease Break Fee:** \$ \_\_\_\_\_ not to exceed 1.5 times rent or if no lease break fee is charged then landlord may recover all damages from lease break. Rental agreement will specify which one is being used.

**Dishonored Check Fee:** \$25 + bank charges      **Smoke Alarm/Carbon Monoxide Tampering Fee:** \$ \_\_\_\_\_

**Non-Compliance Fee:** \$50 (Not to exceed \$50 per non-compliance) for the following:

1. Late payment of utility
2. Failure to clean pet waste
3. Failure to clean garbage/rubbish
4. Parking violations or improper use of vehicles



## APPLICATION PROCESS

Valentino & Associates, LLC is working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rentals units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters that we work with are being screened with equal care and that the risk of illegal activity occurring in the area is reduced. Please review our list of criteria. If you feel you meet the criteria, please apply.

Please note that we provide equal housing opportunity: We do not discriminate on the basis of race, color, religion, sex, disability, national origin, familial and marital status, source of income, age and sexual orientation.

## APPLICANT SCREENING CRITERIA

Please note that we will accept the first qualified applicant. We will require up to five (5) business days to process your application. The following criterion applies to all applicants who wish to reside in one of our properties.

### **Applicant Requirements**

- Each person who desires to reside in one of our properties that is 18 years or older must complete and sign an application. Only persons who complete an application may reside in the property. Each applicant will be required to qualify individually or as per specific criteria areas.
- If a co-signer is required, they must be 18 years or older and must complete and sign an application and meet all the requirements of tenancy. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.
- Should you be approved, it will be required that you provide renters insurance at the time the rental agreement is signed. You will need to provide the name of your insurance company & agent, policy number and contact information. If you have water filled furniture, piano, organ or fish aquarium you will be required to have a rider on your policy to cover these items.
- If the property for which you applying allow pets, you will be required to provide a copy of the current vaccination and health records of any pet that is approved at the time of signing the rental agreement.
- Any applicant currently using illegal drugs will be denied. If approved for tenancy and later illegal drug use is confirmed, eviction shall result.
- Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the complex, or the property of others, will be denied tenancy.

### **Occupancy Policy**

- 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 on window and a closet for clothing). Two persons are allowed per bedroom.
- No more than two (2) persons are allowed per bedroom.

### **Application Requirements**

- A \$45 screening fee must accompany each application. If the landlord fills the vacant unit before screening the applicant or does not conduct a screening of the applicant for any reason, the landlord will refund the screening fee. In all other cases the screening fee is non-refundable.
- An application that is incomplete or contains missing information will be denied
- False information is grounds for denial. You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- Two pieces of I.D. must be shown. We require a photo I.D. (a driver's license or other government-issued photo identifications card) and a second piece of I.D. as well. This must be presented with a completed application.

### **Income Verification**

- We must be able to verify independently the amount and stability of your income (e.g., through pay stubs, employer/source contact, employment letters or tax records. If self employed: business license, tax records, bank records, or a list of client references.) Unverifiable income will not be considered.
- Income must be two (2) to three (3) times the amount of the rental amount depending on property the applicant is applying. If the applicant does not meet this requirement, a co-signer will be required.
- All income must be from legitimate sources.
- Twelve months of verifiable employment will be required if used as source of income.

### **Credit History**

- If the applicant(s) have monthly credit card or installment payments, the rent and utilities may no be more than 1/3<sup>rd</sup> of the total monthly income. If the applicant(s) do not have credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.
- Poor credit record (overdue accounts) may result in denial of your application. Occasional credit records showing payments within 30 - 60 days past due will be acceptable, provided you can justify the circumstances. Records showing payments past 90 days are not acceptable. Poor credit history may result in additional security deposits.
- Any bankruptcy must be discharged at the time of signing the rental agreement.
- Negative or adverse debt showing on consumer credit report may require additional security deposits.
- Three or more unpaid collections (not related to medical expenses) will result in denial of the application.

### **Rental History**

- Rental history must be verifiable and from unbiased sources. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords or 2-5 years of rental history, we will require a qualified co-signer on your rental agreement (qualified co-signers must meet all applicant screening criteria).
- It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.
- If you owned, rather than rented, your previous home, you will need to furnish mortgage company references and proof of the title ownership or transfer.
- Poor references from previous landlords may result in denial of your application. You will be denied rental if previous landlords report significant levels of noncompliance activity, including but not limited to:
  - Repeated disturbance of the neighbors' peace.
  - Gambling, prostitution, drug dealing, or drug manufacture.
  - Damage to the property beyond normal wear.
  - Violence or threats against landlords, other tenants, or neighbors.
  - Allowing persons not on the rental agreement to reside on the premises.
  - Failure to give proper notice when vacating the property.
- You will be denied rental if previous landlords would be disinclined to rent to you again for other reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.
- Applicant(s) who have a history of not paying their rent or other housing services such as heat or electricity that are required to ensure a rental unit is habitable, or three or more 72 hour notices or NSF's within one year will be denied.
- Three (3) years eviction free history is required.
- Rental history reflecting past due and unpaid rent will result in denial of the application.

### **Court & Criminal Background Check**

- Upon receipt of the rental application and screening fee, a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no contest to any crime. Criminal convictions for certain types of crimes will result in denial of your application.
- Any of the following shall be grounds for denial of the rental application;
  - A conviction, guilty plea or no contest plea for any felony involving serious injury, violent act against another person including stalking or domestic violence, kidnapping, death, burglary, vandalism, arson, criminal trespass, rape, sex crimes and/or child sex crimes, extensive property damage, gang or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), or Class A felony burglary or Class A felony robbery; or
  - A conviction, guilty plea or no contest plea, where the date of disposition, release of parole has occurred within the last seven (7) years, for; any other felony charges; or
  - A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven (7) years, for; any misdemeanor or gross misdemeanor involving assault, intimidation, violent act against another person including stalking or domestic violence, property damage, burglary, vandalism, criminal trespass, arson, or weapons charges or that is sex-related, gang or drug-related (sale, manufacture, delivery or possession with intent to sell) or;
  - A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last three years, for; any B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, or prostitution.
  - Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.
- Certain court judgments may result in denial of an applicant. If, in the last three (3) years, you have had unpaid collections, an FED judgment against you (a court-ordered eviction), or any judgment against you for financial delinquency, your application may be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified, and you provide a qualified co-signer on your rental agreement.
- If you have ever been convicted of child/elderly person abuse, child/elderly person molestation or negligence involving a child/elderly person your application will be denied.