



**APPLICATION FOR RENTAL**

**For Office Use Only**

**Property Address** \_\_\_\_\_ **Anticipated Move-In Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Monthly Rent:** \$ \_\_\_\_\_ **Examined Picture Identification?** \_\_\_\_ Yes \_\_\_\_ No **Type of Identification** \_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

First Middle Last  
**S.S.#:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Driver's License, State and #:** \_\_\_\_\_

**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:

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

Since: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Why are you moving?** \_\_\_\_\_

**Current Landlord:** \_\_\_\_\_ **Rent Amount:** \$ \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

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

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Why did you move?** \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ **Rent Amount:** \$ \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Employment/Income:**

**Applicant's Employer:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Take home pay per month:** \$ \_\_\_\_\_

\_\_\_\_ Full-time \_\_\_\_ Part-time

**Supervisor:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **How Long?** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Take home pay per month:** \$ \_\_\_\_\_

\_\_\_\_ Full-time \_\_\_\_ Part-time

**Supervisor:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ - \_\_\_\_\_

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

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

**Personal References/Next of Kin:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_

**APPLICANT: COMPLETE INFORMATION ON THE REVERSE SIDE  
IF NOT COMPLETED, APPLICATION MAY NOT BE CONSIDERED.**

**Personal Property:**

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_  
Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_  
Other Vehicles: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_

**Pets:**

Breed: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_ Has pet ever inured anyone or damaged anything? \_\_\_\_ Yes \_\_\_\_ No  
Breed: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_ Has pet ever injured anyone or damaged anything? \_\_\_\_ Yes \_\_\_\_ No

**Do you own the following:** Piano/Organ: \_\_\_\_ Yes \_\_\_\_ No Water-filled furniture \_\_\_\_ Yes \_\_\_\_ No Fish Tank or Aquarium \_\_\_\_ Yes \_\_\_\_ No

**Applicant's Comments & Explanations:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Members of Household:**

For purposes of identification only, please list names and either ages or dates of birth of other persons who will occupy unit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Screening Charge Disclosures**

Owner/Agent may obtain a tenant screening or credit report, which generally consists of:

- a) Credit history, including credit standing;
- b) Public records including but not limited to judgments, liens, evictions and status of collection accounts;
- c) Information verification;
- d) Current obligations;
- e) Criminal records
- f) Owner/Agent is requiring payment for **Applicant Screening Charge of \$35**, none of which is refundable, unless the Owner/Agent does not screen the applicant. Application is valid for up to two weeks of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit-reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy, and applicant acknowledges receiving copy of or reading Owner/Agent's Screening Guidelines.



Return Completed Application To: Parkwood Property Management  
P.O. Box 1670 – McMinnville, OR 97128  
OR Fax To: 1-503-212-0777  
OR Email To: service@parkwoodinc.com



**RENTAL APPLICANT SCREENING CRITERIA**

**For Office Use Only**

Property Address: \_\_\_\_\_ Anticipated Move-In Date: \_\_\_\_\_

Landlord Address, Phone and Fax Number: **Parkwood, Inc.**  
**P.O. Box 1670 McMinnville, OR 97128**  
**503-434-1660 ext 701 (office); 503-212-0777 (fax)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Applicant is urged to review the screening criteria to determine if the requirements can be met. If an applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. The landlord may consider a valid explanation for any difference from the requirements if provided by the applicant. If necessary, provide additional information or explanations on a separate piece of paper.

Failure to meet the screening criteria may be grounds for:

- 1) Denial of the application, or
- 2) The requirement of a co-signer who will also be required to meet the screening criteria and/or
- 3) The requirement of an additional deposit.

Incomplete, inaccurate, illegible or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.

**1. Application Process:**

- Each applicant over 18 shall submit a completed application that is legible, verifiable and accurate.
- Each applicant shall provide two pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$35 per person (18 and over) shall be paid at the time of an application.
- This charge is non-refundable, unless owner/agent does not screen the applicant.
- If the application is denied in whole or in part on information received from a tenant screening service or a consumer credit reporting agency, the applicant shall be notified, in writing, of that fact at the time of the denial. The name and address of the agency will be provided to allow the applicant to obtain a copy of the reports and correct any incorrect information.

**2. Source and Amount of Income:**

- Total income shall be 2 ½ - 3 times the rent. At the time of application, it shall be the obligation of the applicant to provide proof by submitting copies of the following:
- If employed, copies of at least two pay stubs or an employer statement of earnings.
- If self employed, copies of last tax return.
- If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income.

**3. Income and Debts:**

- If the applicant has monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

**APPLICANT: PLEASE CONTINUE TO REVERSE SIDE. BE SURE TO READ AND SIGN ACKNOWLEDGEMENT.**

**4. Housing References:**

- The applicant shall provide information necessary to verify rental or home ownership history for the past five (5) years. Information obtained from those related by blood or marriage may require a co-signer or an additional security deposit.

**5. Limitations:**

- Occupancy may not exceed two persons per bedroom.
- The rental unit is a non-smoking unit.

**6. Arrests and Convictions:**

- Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

**7. Demeanor and Behavior** of applicants during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

**8. OTHER REQUIREMENTS:** Credit Score of 650 or higher.

I hereby acknowledge receipt of this disclosure and authorized PARKWOOD, INC. to perform the necessary screening, including contacting my employer, personal references, and current landlord for verification of information provided.

DATE: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

