



~ Your Success is Our Mission! ~

Street Address:  
876 Welcome Way SE Suite 200  
Salem, OR 97302

Mailing Address:  
P.O. Box 2606  
Salem, OR 97308-2606

Phone/Fax/Email/Web:  
(503) 581-1813  
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info@123taylor.com  
[www.123taylor.com](http://www.123taylor.com)



## RENTAL APPLICATION INSTRUCTIONS

- 1. LEGIBLY TYPE OR PRINT YOUR ANSWERS** onto the application form using **BLUE** permanent ink. Please complete all forms to expedite the application process. If you have any questions, please note them on your application or call for assistance.
- 2. PROCESSING YOUR APPLICATION:** Taylor Real Estate & Management, LLC will review your application as quickly as possible. Please feel free to write, fax or e-mail using the addresses shown above. We thank you in advance for your courtesy.
- 3. SOURCE OF INCOME DOUMENTS:** Please include copies of your most recent month of pay stubs or source of income documentation and most recent bank statement(s). **NOT HAVING THESE RECORDS MAY SLOW OUR ABILITY TO APPROVE YOUR APPLICATION. PROOF OF INCOME IS CRITICAL.**
- 4. INCLUDE SOCIAL SECURITY CARD & ID COPIES:** Please include copies of social security cards and photo ID for all adult family members.
- 5. IF MORE SPACE IS NEEDED:** Please attach additional page(s) if more space is needed to provide complete and accurate information.

***Thank you for your interest in our community!***



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**RENTAL APPLICATION**

**PROPERTY: MCKENNA ESTATES**

**DESIRED UNIT SIZED:** \_\_\_\_\_ **MOVE IN DATE:** \_\_\_\_\_

NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DRIVERS LICENSE # & STATE \_\_\_\_\_ LICENSE PLATE \_\_\_\_\_

CAR MAKE, MODEL, YEAR AND COLOR: \_\_\_\_\_

**HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** Please list the Head of Household and all other members who will be living in the unit. Provide the relationship of each family member to the head of household.

| # | Full Name | Relation | Birth Date | Age | Sex | SSN |
|---|-----------|----------|------------|-----|-----|-----|
| 1 |           |          |            |     |     |     |
| 2 |           |          |            |     |     |     |
| 3 |           |          |            |     |     |     |
| 4 |           |          |            |     |     |     |

1. Does anyone live with you now who is not listed above?  Yes  No

2. Do you expect any change in your household composition?  Yes  No

3. If you answered yes to either #1 or #2, please explain: \_\_\_\_\_

4. Have you ever been **evicted** from a dwelling unit that you rented?  Yes  No

If "Yes," please state why: \_\_\_\_\_

5. Have you ever **damaged or been sued for damaging any unit** that you rented?  Yes  No

If "Yes," please state why: \_\_\_\_\_

6. Have you ever been **convicted of a crime (includes misdemeanor or felony)**?  Yes  No

If "Yes," please state **WHAT TYPE OF CRIME** and **WHERE IT OCCURRED (county & state):** \_\_\_\_\_

7. Have you ever been **sued for an alleged or actual unpaid debt or rent**?  Yes  No

If "Yes," please state why: \_\_\_\_\_



**PREVIOUS *FOUR YEARS* of ALL CONSECUTIVE ADDRESSES (list most recent first):**

COMPLETE FOR EACH ADULT IN THE HOUSEHOLD IF NOT THE SAME.

| Name and Address of Rental or Home (if owned) | Landlord/ Owner Name: | Landlord/ Owner Email: | Landlord/Owner Phone No. | Dates of when you lived there: |
|---|-----------------------|------------------------|--------------------------|--------------------------------|
|   |                       |                        |                          |                                |
|   |                       |                        |                          |                                |
|   |                       |                        |                          |                                |
|   |                       |                        |                          |                                |

**PREVIOUS *TWO YEARS* OF EMPLOYMENT HISTORY (list current job first):**

| Name of Employer | Address: | Dates of Employment: | Rate of Pay: | Hours Worked/Week: |
|------------------|----------|----------------------|--------------|--------------------|
|                  |          |                      |              |                    |
|                  |          |                      |              |                    |

12. Do you have income from any source other than employment?  Yes  No  
 If you answered “Yes” to question 12, please complete the table below.

**OTHER SOURCES OF INCOME**

| Household Member | Type of Income | Anticipated Amount | Frequency |
|------------------|----------------|--------------------|-----------|
|                  |                |                    |           |
|                  |                |                    |           |

Taylor Real Estate & Management LLC does not discriminate against any person based on race, color religion, sex, national origin, familial status, handicap, disability, or any other applicable recognized protected class established under municipal, state, or federal law.

**Notes:**

**APPLICANT CERTIFICATION:**

I/we authorize the owner/manager and its representative(s) to verify all information provided on this application as well as supplemental information I/we provide in writing or verbally and to contact the following persons and/or organizations to verify my/our representations herein and to solicit other information relevant to my/our possible tenancy: (1) previous and current landlords; (2) previous and current employers; (3) reporting agencies to obtain records concerning my/our credit and my/our public, civil, and criminal records; and (4) all other persons or organizations that the owner/manager and its representatives might reasonably desire to contact in relation to evaluating my/our suitability as prospective tenants. I/we certify that the statements made in this application are accurate and complete to the best of my/our knowledge and belief and that a material misrepresentation made in this application is a material breach of any rental agreement associated in any way with this rental application. The representations made in this rental application shall survive the execution of a rental agreement and be supplementary to such a rental agreement.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## Occupancy Standards – McKenna Estates

### Rent/Deposit/Fees/Terms\*

| Rent Schedule   | Regular Rate* | Deposits /Fees/Terms*   |
|---|---------------|---|
| 1 Bed/1 Bath (850 SF)   | \$1,281       | Security Deposit from \$1000 up to \$2000, depending on whether the applicant meets requirements for income, funds, credit, rental history, or other application criteria (see next page for criteria)<br>\$ 45.00 Application Fee (per adult)*<br>9/12 Month Lease<br>Landlord pays Water, Sewer and Garbage<br>Tenant pays Electric, Phone, Internet, all other utilities, and provides own washer/dryer. |
| 1 Bed/ 1 Bath Luxury  | \$1,452       |   |
| 2 Bed / 2 Bath Deluxe (1250 SF)                               | \$1,501       |   |
| 2 Bed/ 2 Bath Deluxe Luxury                                   | \$1,622       |   |
| 2 Bed / 2 Bath Executive (1400 SF)                            | \$1,556       |   |
| 2 Bed / 2 Bath Executive Luxury                               | \$1,688       |   |
| *Covered parking spaces are offered on an as available basis. |               |   |

**\* The current regular monthly rental rate and promotional rates/terms are subject to change at any time before execution of rental agreement**

#### Pet Standards / Deposits:

Pets permitted with management approval, paid pet deposits, and a signed pet agreement. **\*\*\*Provided, however, no pets are permitted in units renting under the Private Room basis.\*\*\*** Refundable pet deposits are as follows:

| Pet Type                         | Pet Deposit          |                       | Pet Rent                |
|----------------------------------|----------------------|-----------------------|-------------------------|
| 1 or 2 Cats (each under 25 lbs)  | \$500.00 for 1 cat   | \$750.00 for 2 cats   | \$25 per month per cat  |
| 1 or 2 Dogs (each under 25 lbs.) | \$1,000.00 for 1 dog | \$1,500.00 for 2 dogs | \$50 per month per dog. |

No more than 2 animals per household. We do not allow cats or dogs larger than 25lbs. We reserve the right to disapprove dangerous breeds or animals with prior histories of aggression. All pet must be spay/neutered, licensed, and have all necessary vaccinations. No exotic pets are allowed such as snakes, lizards, and etc. All dogs and cats are subject to a meet and greet and approval by management prior to move in. All residents must adhere to the rules set forth in the pet agreement.

#### Pet Information:

| Pet Name | Dog/Cat/Animal Type | Breed | Weight | History of Aggression? If yes, describe on back. |
|----------|---------------------|-------|--------|--|
|          |                     |       |        |  |
|          |                     |       |        |  |

#### Fees

|   |                                |
|---|--------------------------------|
| Late Rent Payment Fee                       | \$75                           |
| Lease Break Fee                             | 45 days of rent after move-out |
| Dishonored Check Fee                        | \$35 plus bank charges         |
| Smoke Alarm / Carbon Monoxide Tampering Fee | \$250                          |
| Non-Compliance Fee                          | \$50                           |

(examples of non-compliance include late payment of utility, failure to clean pet waste, failure to clean garbage etc.)

**The approximate number of applicants previously accepted and remaining under consideration for those units is: \_\_\_\_\_ (zero, if left blank).**

#### OCCUPANCY CERTIFICATION:

I/we have read, understand and accept all occupancy standards set forth. I/we further understand I/we will be required to pay any fees and/or deposits and all move-in fees prior to being issued keys to an apartment home. The initial payment must be made by verified electronic transfer, money order, or by a cashier's check. Personal checks will be accepted thereafter. Please do not pay rent or other fees/deposits in cash.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



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## Emergency Contact Form

**Applicant's Name:** \_\_\_\_\_

**Emergency Contact Name (s):** \_\_\_\_\_

**Your Relationship to Emergency Contact:** \_\_\_\_\_

**Emergency Contact Phone Number:** \_\_\_\_\_

Cell     Home     Work

**Emergency Contact Phone Number:** \_\_\_\_\_

Cell     Home     Work

**Emergency Contact E-mail Address:** \_\_\_\_\_

**Emergency Contact Mailing Address:** \_\_\_\_\_

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

By checking this box, you give permission to for your emergency contact to remove property from your unit or the common areas in the event of serious illness, death, or other circumstances that would make you unavailable.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## RENTAL SCREENING CRITERIA

Management typically obtains a background and consumer credit report for each adult applicant and makes inquiry to previous landlords regarding the applicants' rental history. You have the right to dispute the accuracy of any information provided to management by a screening company or credit reporting agency. All rental applications are reviewed on an individual basis taking into consideration the following criteria. In evaluating applications, management considers both the recency of past actions and life events such as criminal convictions and evictions and any corrective measures or behaviors taken by applicants in response to those actions or life events.

### Income Criteria

Tenant monthly income must be from a verifiable source and should be approximately equal to two and one-half times the rental rate as set by Landlord at the time for execution of the rental agreement.

### Employment Criteria

Twelve months of verifiable employment will be required if used as a source to meet income criteria.

### Rental Criteria

- Four years of verifiable rental history from a current third party (e.g. not a family member) landlord or home ownership required.
- No evictions for the past ten years.
- Rental history which indicates past due and unpaid rent or damages will result in denial of the application.

### Credit Criteria

- Three or more unpaid collections in ordinary circumstances, excepting medical bills, will result in denial of the application.
- Numerous unpaid debts or collections will result in a higher security deposit.

### Criminal Conviction Criteria

The following may result in a denial of the application:

- a. A conviction, guilty plea or no contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related charges.
- b. A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any other felony charges; or
- c. A conviction, guilty plea or no contest plea, where the date of disposition, release or parole has occurred within the last seven years, for: any misdemeanor or gross misdemeanor involving assault, intimidation, property damage, driving under the influence, or weapons charges or that is sex-related or drug-related; or
- d. 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 I, 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 complete. No unit will be held awaiting resolution of pending charges.