



Rental Application

TWO PIECES OF IDENTIFICATION (INCLUDING ONE PICTURE ID) ARE REQUIRED AT TIME OF APPLICATION

APPLICANT PERSONAL INFO PLEASE PRINT CLEARLY

First Name	
Middle Name	
Last Name	
Alias/Maiden Name	
Phone / Email	
Date of Birth	
Social Security #	
Driver's License # and State of Issue	

State or Military ID may be substituted for Driver's License Number

Desired Apartment#	
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YOU WANT TO MOVE IN CHECK UP TO 2

- Immediately
- When unit is ready
- 1 week
- 2 weeks
- More than 2 weeks
- Unknown
- Other

YOU'LL HAVE ENOUGH MONEY TO MOVE IN

- Immediately
- When unit is ready
- 1 week
- 2 weeks
- More than 2 weeks
- Unknown
- Other

CAR PAYMENTS, MAJOR CREDIT CARDS, OTHERS (LIST ALL MINIMUM MONTHLY PAYMENTS)

Payable to/for	Monthly Amount

EMERGENCY CONTACT OTHER THAN SOMEONE WHO WILL BE LIVING WITH YOU

Name	
Relationship	
Phone	
Address	
City	
State and Zipcode	

EMPLOYMENT HISTORY

Present Employer	
Address	
City	
State and Zipcode	
Phone	
Your Job Title	
Years/Months there	
Monthly Pay	

Previous Employer	
Address	
City	
State and Zipcode	
Phone	
Your Job Title	
Years/Months there	
Monthly Pay	

ADDITIONAL INCOME

Source of Income	Monthly Amount

BANK ACCOUNTS

Account Number	Bank Name

PERSONAL REFERENCE OTHER THAN EMERGENCY CONTACT OR A ROOMMATE

Name	
Relationship	
Phone	
Address	
City	
State and Zipcode	



RENTAL HISTORY

Present Address		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship (choose one)	<input type="checkbox"/> Professional
From (Month/Year)			<input type="checkbox"/> Friend
To (Month/Year)		Reason for moving	<input type="checkbox"/> Relative _____
Years/Months there			
Previous Address 1		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship (choose one)	<input type="checkbox"/> Professional
From (Month/Year)			<input type="checkbox"/> Friend
To (Month/Year)		Reason for moving	<input type="checkbox"/> Relative _____
Years/Months there			
Previous Address 2		Landlord/Manager	
City		Landlord Phone(s)	
State and Zipcode		Relationship (choose one)	<input type="checkbox"/> Professional
From (Month/Year)			<input type="checkbox"/> Friend
To (Month/Year)		Reason for moving	<input type="checkbox"/> Relative _____
Years/Months there			

ENTIRE RENTAL HISTORY FOR THE PREVIOUS FIVE YEARS

On a separate piece of paper, please list any and all additional previous addresses you've lived at during the previous five years. Include full addresses, length of tenancy, names and phone numbers of landlords or management companies. By failing to include an additional sheet, applicant states that all addresses listed above are accurate and are a complete list of all tenancies, occupancy, and/or ownership in the previous five years.

PROPOSED OCCUPANTS AT MCKENNA ESTATES
OTHER THAN THOSE LISTED ABOVE AS OCCUPANT

Total number of full-time occupants	
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Name #1	
Relationship	
Social Security #	
Date of Birth	
Phone	

Name #3	
Relationship	
Social Security #	
Date of Birth	
Phone	

Name #2	
Relationship	
Social Security #	
Date of Birth	
Phone	

Name #4	
Relationship	
Social Security #	
Date of Birth	
Phone	

MCKENNA ESTATES

Total Number of Vehicles

Vehicle #1 Make	
Model	
Year	
Color	
License / State	

Vehicle #2 Make	
Model	
Year	
Color	
License / State	

List your Pets (if any)	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other
Age(s)	
Weight(s)	
Your Pet(s) Live:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside
Licensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spayed/Neutered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly describe your pet(s)	

In the past, has your pet caused Any:

Personal Injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND INFORMATION

1	Have you ever been evicted for non-payment of rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have you ever been evicted for any other reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you ever had a judgement filed against you for non-payment of rent or damages to a rental unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you ever been arrested and/or convicted for rape, arson, physical abuse, prostitution, or illegal use and/or sale of illegal drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Are you a Section 8 applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Do you plan on using the rental unit as a child-care facility and/or plan to do any extensive baby sitting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Have you ever sued a landlord for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Have you lived in the state of Oregon for at least the past six months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Have you ever received a 30-day notice from a landlord/manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Do you have a waterbed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Did you give your current landlord/manager a 30-day notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Have you ever received from a manager a violation notice for noise, traffic, or garbage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Are you a full-time student at a local college, trade school, or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Do you have a Co-Signer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	How did you learn of McKenna Estates?	<input type="checkbox"/> Register Guard <input type="checkbox"/> Rent Magazine <input type="checkbox"/> Relative <input type="checkbox"/> Signage <input type="checkbox"/> Springfield News <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Friend/Neighbor <input type="checkbox"/> Other

Applicant certifies that the above information is true and correct and authorizes McKenna Estates, its representatives or affiliates, to verify any and all information necessary (including criminal and credit checks) to evaluate the application for tenancy and credit standing. Applicant understands that inaccurate, incomplete, or false information is grounds for denial of the application and could also result in termination of tenancy.

Applicant Signature _____



PAYMENT BY CASHIERS CHECK OR MONEY ORDER ONLY

All reservation deposits, move in fees, pet fees, and other fees must be paid by cashiers check or money order. Personal checks will not be accepted for any move-in fees, and we do not ever accept cash payments. Upon notification of approval, applicant has 72 hours to cancel hold, after which forfeits the deposit.

Applicant is urged to view the screening criteria to determine if requirements can be met:

- If any applicant needs assistance, known as “reasonable accommodation” in the application process, please advise the owner/agent
 - Each applicant over 18 (and those who may qualify as tenants as per ORS 109.697) shall submit a completed application.
 - Acceptance or denial of the application may take up to 5 business days.
 - Upon acceptance, applicants may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits within 3 business days.
1. Applicant’s gross income may be 2.5 times the rent amount. Inconsistent work references or other inconsistent income which result in applicant’s gross income to be less than 2.5 times the rent amount may result in the landlord’s right to deny application.
 2. All current and previous landlord references will be verified. Information such as the following may result in the landlord’s right to deny the application: a) previous indications of inability to pay rent; b) previous rental agreement violations; or c) conduct which disturbs the peaceful enjoyment of neighbors.
 3. Failure to provide correct verifiable references may result in the landlord’s right to: a) deny the application; b) terminate the rental agreement if references are subsequently determined false; or c) charge an additional deposit of 100% of the stated monthly rent.
 4. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord’s right to: a) deny the application; b) terminate the rental agreement if references are subsequently determined false; or c) charge an additional deposit of 100% of the stated monthly rent.
 5. A credit check will be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to-income ratio of more than 30% may result in the landlord’s right to: a) deny the application; b) require a co-signer; meeting the same criteria for residency; or c) charge an additional deposit of 100% of the stated rent.
 6. Any recorded or unrecorded FED (except as per ORS 90,390(3)), collections, late payment history, judgments, insufficient credit file or no credit file may result in the landlord’s right to: a) deny the application; b) require a co-signer, meeting the same criteria for residency; or c) terminate the rental agreement if subsequent information regarding prior FED, collections, or judgments are determined detrimental by the landlord; or d) charge an additional deposit of 100% of the stated rent.
 7. Verification of income may be made by: a) employment verification; b) proof of self-employment may be made by verification of business license with city and commerce

department; c) proof of non-employment income. Proof of income may be documented through prior year’s tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable. Stability of the source and amount of income during the past five years may be considered.

8. Demeanor, attitude, and behavior during application and interview process will be considered.
 9. The maximum number of occupants per unit is:
 - 1 Bedroom = 2 Persons; 2 Bedrooms = 4 Persons;
 - 3 Bedrooms = 6 Persons; 4 Bedrooms = 8 Persons.
 10. Arrests and/or convictions may be evaluated. Any individual whose occupancy may constitute a direct threat to the health and safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance will be denied.
 11. Pets may or may not be permitted, dependent on the owner/agent. Covered parking shall be limited to one vehicle per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
 12. Any information provided that is incomplete, inaccurate, or falsified may be grounds for denial of the application or subsequent termination of tenancy.
 13. McKenna Estates Apartments adheres to the Fair Housing Act and Americans with Disabilities Act, and state/local laws regarding discrimination and does not consider race, color, sex, marital status, source of income, familial status, religion, national origin, sexual orientation, disability, or age (except where the property meets the requirements of housing for older persons or those who are under the age of 18 and not emancipated, except as noted above).
 14. All applications are processed by a consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures, repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references, find criminal history. As per ORS 90.295 Section 11 (3), all applicants have the right to dispute the accuracy of any information provided by the credit reporting agency. The agency used by McKenna Estates is: Trans Union Corporation, 2 Baldwin Place P.O. Box 1000 Chester, PA 19022, 1-800-888-4213. This application is the property of McKenna Estates Apartments.
- I have read and understand the screening criteria and have determined that the requirements for residency can be met.

Signature

Date