



Alpine Meadows Townhouses

Rental Application

2155 Ne 6Th St

Bend, Or 97701

(541) 330-0719

Fax (541) 330-0720

Instructions:

Thank you for your interest in our community, to insure the speediest application process time please note the following

1. Be sure to fill in **ALL** questions, if a question does not apply to you mark **N/A**.
2. When filling in the rental history do not leave any gaps in the dates. For example: you move in to a past residence in 12/07 and out in 5/08, then 5/08 to current. If you lived with friends or family for even just a few months please add an extra paper with all dates.
3. Norris & Stevens requires at least 2 YEARS of unbroken rental history. If you lived with parents before you applied please give their name & phone number.
4. Do not forget **NAMES & NUMBERS** of all employers and rental references.
5. **DON'T FORGET TO SIGN AT THE BOTTOM!**

THANK YOU
MANAGEMENT

APPLICANT SCREENING CRITERIA



Name of Apartment Community: ALPINE MEADOWS TOWNHOMES

Address: 2155 NE 6TH ST, BEND OR 97701

Phone: (541)330-0719

Each rental application will be reviewed in four different areas: a) Rental History, b) Credit History, c) Income, and d) Criminal History. Your application may be *approved*, *conditionally approved*, or *denied*. To be *approved* you must meet the screening criteria without EXCEPTION. For those not meeting the listed screening criteria, may be *conditionally approved*. For those *conditionally approved* a co-signer or a security deposit equal to 100% of the monthly rent may be required, or both. Those applications that do not meet the screening criteria, or fit into the conditional margin of approval, will be *denied*.

OCCUPANCY GUIDELINES

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a separate, habitable room to be used primarily for sleeping purposes that contains at least 70 square feet, and has a fire exit. The room must have a separate door, a closet, and be in close proximity to a smoke detector.
2. Two (2) persons are allowed per bedroom. A maximum of two (2) people are allowed in a studio or zero bedroom apartment. An infant under three (3) years of age is not considered when counting the number occupants.
3. Any change of the original occupants requires a new application to be processed.

APPLICATION PROCESS

4. Select your desired apartment meeting our occupancy guidelines.
5. All applicants over the age of 18 must complete a separate application on the forms provided. Any area left blank will result in delaying the application process and/or rejection of the application. If the requested information does not apply to you, fill in "n/a".
6. You will be asked to pay a non-refundable applicant screening fee for each credit report required. Applicants with shared credit histories will be charged one (1) fee; married couples with different last names will be charged two (2) fees. Your application will not be processed until all the necessary fees have been paid.
7. All applications will be dated and timed. Applications are processed on a first received, first processed basis.
8. Be prepared to wait seven (7) days for the completion of the screening process.
9. If your application has been approved, you will have three (3) days to accept the available apartment by signing your rental agreement, including the community Rules and Regulations, or by paying a reservation deposit. You will be expected to begin your tenancy no later than two (2) weeks from the date of acceptance, providing the apartment is ready for move-in, and no other arrangements have been made.
10. All appropriate fees and/or deposits must be paid before or at the time the rental agreement is signed. Any monies paid must be in the form of a personal check, cashier's check or money order.
11. If your application is approved and you decide not to move-in, the applicant screening fee and/or the reservation deposit will be forfeited. If your application is denied, any reservation deposit paid will be refunded to you.
12. If your application has been approved, the rental agreement signed, and you decide not to rent starting on the agreed upon move-in date, you will forfeit your applicant screening fee, and any other fees paid. You will also be responsible for a 30-day notice to vacate.

GENERAL REQUIREMENTS

13. All applicants must provide two (2) pieces of identification. One (1) must be pictured I.D. issued by a government agency, and the other your social security card (or an acceptable substitute verifying your social security number).
14. The primary applicant must be eighteen (18) years of age or older.
15. Each applicant 18 years of age or older must qualify individually, except for credit histories that are combined.
16. Unfavorable information for any individual applicant may result in denial of the total application.
17. All Section 8 applicants must sign a consent form allowing the Housing Authority to release information from their file regarding your rental history.
18. The behavior and demeanor of applicants during the application process will be considered.
19. Information that is misrepresented on the application will be reason to deny the application, or if the misrepresentations are found after a rental agreement is signed, your rental agreement may be terminated.

RENTAL REQUIREMENTS

20. Three (3) years of verifiable unbroken rental history from a third-party landlord with positive recommendations is required. Questions asked will include 1) Was/is rent paid on time? 2) Length of tenancy? 3) Was proper notice given? 4) Did the applicant have any NSF checks? and 5) Would you rent to this person(s) again? **CONDITIONALLY APPROVED:** *Applicant lacks three (3) years of history because of student status, previously living with parents, owning a home, or in the military.*
21. Significant complaints or noncompliance violations will result in the denial of the application — a) Repeated disturbances to the neighbors' peace, b) Reports of illegal activity, c) Damage to the property beyond normal wear and tear, d) Unpaid rent or damage charges, e) Reports of violence or threats to landlords, neighbors, or staff, f) allowing persons or pets not on the lease to reside on the premises, and g) Failure to give proper notice when vacating the property.
22. Home ownership may be verified through the county tax assessor's office. Mortgage payment must be current to reflect positive rental history.
23. Any recorded or non-recorded eviction will result in denial of the application.
24. Any balance owed related to previous housing will result in denial of the application.
25. Three (3) or more NSF rent checks within a period of one (1) year will result in denial.
26. Rental history demonstrating residency, but not third-party rental history, may require an additional security deposit equal to a full month's rent.
27. A co-signer may be required when rental history does not meet the stated third-party rental criteria, but residency can be verified with parents, student housing, or military housing.
28. Previous non-payment of rent notices within a period of one (1) year may result in denial.

INCOME REQUIREMENTS

29. The monthly combined gross household income must be at least three (3) times the stated monthly rent.
30. Employment verification will be made by phone/fax confirming position in company, length of employment, salary, and future with company. A current paycheck stub showing year-to-date earnings, W2 or tax return may be required.
31. Self-employed applicants may be required to show proof of income through copies of the previous two year's tax returns.
32. Non-employment sources of income may be verified by contacting the source (Bank Accounts, Alimony, Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans) or by applicants furnishing social security award letters, school loan award letters, savings account or checking account statements.
33. The application will be denied if your source of income cannot be verified or does not meet the dollar requirements.

CREDIT REQUIREMENTS

34. An acceptable credit history for at least the last three (3) years with no account ratings higher than a "4".
35. No unpaid collections, liens or judgements in the last three (3) years.
36. No bankruptcy in the last three (3) years.
37. The combined debt-to-income ratio does not exceed 45%.

CRIMINAL HISTORY

38. Arrests and/or convictions may be evaluated. Applicants are not to have a criminal history in the manufacturing and/or selling of illegal substances, be a current user of illegal substances, be involved in gambling, prostitution, or any other crime that would deem to be a threat to the community property, residents and/or staff.

DISABLED ACCESSIBILITY

39. The applicant must seek the management's written approval before making any modifications to the apartment interior or exterior.
40. Reasonable assurance must be provided in writing stating the work will be performed in a workmanlike manner with reasonable details regarding the extent of the work to be done.
41. Approved, qualified contractors must be used to complete the work.
42. Appropriate building permits and the required license must be made available for inspection by the management.
43. A deposit may be required depending upon the extent of the modifications.

CONDITIONALLY APPROVED APPLICANTS

Because of special circumstances, some applicants may not meet 100% of the criteria for approval to rent. For some properties, the applicant may pay an additional security deposit equal to 100% of the monthly rent, and/or obtain an approved co-signer.

- an applicant with past credit problems, but good rental history, and adequate income;
- an applicant who is new to the area, or has recently graduated from school, or has recently returned to the work force, rental and credit history is good and income level is adequate;
- an applicant who has been living at home and does not have a rental history, but their credit and income meet the other criteria;
- a student applicant who has verifiable full-time student status with guaranteed income from financial aid and/or parents, and no negative landlord reference or credit history.

Co-signers must meet a list of criteria:

- meet the same credit and income requirements as for the applicant, except the gross income must equal five (5) times the monthly rental amount;
- co-signer must live in the United States, preferably local;
- co-signer must sign the rental agreement, and the co-signer addendum, and assume responsibility for payments should the applicant default on rental payments and/or damage the apartment;

Qualified roommates can make up the deficiency of one (1) applicant only, if the applicant lacks one of the three areas of the qualification requirements -- rental history, credit history, or income (but they must be strong in the other two).

REJECTION POLICY

DENIAL BASED UPON CREDIT INFORMATION If your application has been rejected due to unfavorable information revealed on your credit report:

- contact the credit bureau or service providing the information -- the name and address is found on the Applicant Screening Disclosure form;
- correct any incorrect information through the credit company;
- request the credit company submit a corrected credit report to the On-Site Manager;
- upon receipt of the corrected information, your application will be re-evaluated for the next available apartment.

DENIAL BASED UPON NON-CREDIT INFORMATION If your application has been rejected and you feel that you qualify as a resident per the screening criteria, you should write to:

Equal Housing Department
621 SW Morrison, Suite 800
Portland, Oregon 97205

In your letter, you should explain the circumstances surrounding the denial of your application. Following the receipt of your letter, your application and any other pertinent information will be reviewed and you will be notified of the review findings.





All applications must be fully completed prior to submitting.
Toda solicitud de alquiler debe ser llenada completamente antes de ser sometida.

Apt # _____
 Cosigner Add-on Roommate

Date _____ Screening Charge \$ _____ Rent \$ _____ Lease Break Fee \$ _____ Special Discount \$ _____ from _____
Owner/Agent Norris & Stevens Apt. Community Calpine Meceados Phone # 541-330-0719
Address 2155 NE 6th St City Bend State OR ZIP 97701

Information provided may be made available to other services or agencies for verification either during application or, if approved, during occupancy. By completing and submitting this application, applicant does not acquire any rights in any rental unit. Should applicant be approved, the applicant has three (3) days to complete the necessary paperwork and pay required monies.

1. PERSONAL INFORMATION

Legal Name _____
Last First Middle
Date of Birth _____ Social Security # _____
Active or Reserve Military? Active Reserve Not Applicable
Driver's License # _____ State _____
Vehicle Make _____ Model _____ Year _____
License Plate # _____ State _____
Home Phone _____
Mobile Phone _____

3. RESIDENCE HISTORY — CURRENT

Current Address _____
Number Street Apt. #
City State Zip
Own or Rent? _____ Monthly Payment _____
Date of Move-in _____ Approx. Move-out _____
Reason for Moving _____
Landlord or Mortgage Company _____
Address _____
Phone # (____) _____

5. CREDIT & FINANCIAL HISTORY

Credit is (check one)..... Combined Separate

6. OTHER IMPORTANT INFORMATION

List names and dates of birth for all persons to occupy the apartment:
Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____
Name: _____ DOB: _____

2. INCOME DESCRIPTION

Company Name _____
Address _____
Employer's Phone _____ Position _____
Gross Income \$ _____ Frequency: Monthly Annually
Date of Hire _____
Additional Sources of Income (must be able to verify):
Source _____ Amt. \$ _____ Frequency _____
Source _____ Amt. \$ _____ Frequency _____
TOTAL MONTHLY INCOME: \$ _____

4. RESIDENT HISTORY — PREVIOUS

Previous Address _____
Number Street Apt. #
City State Zip
Own or Rent? _____ Monthly Payment _____
Date of Move-in _____ Date of Move-out _____
Reason for Moving _____
Landlord or Mortgage Company _____
Address _____
Phone # (____) _____

Have you ever filed bankruptcy? Yes No When? _____

Do you have a pet or other animal? Yes No Type _____
Do you have a waterbed or use an aquarium? Yes No
Do you intend to use a musical instrument? Yes No
Do you have renter's insurance? Yes No
Have any of the persons named on this application:
Been evicted? Yes No
Been convicted of a felony*? Yes No
Been convicted of a misdemeanor*? Yes No
*Explain nature of conviction(s) _____

7. CERTIFICATION OF ACCURACY & APPLICANT SIGNATURE

Applicant hereby certifies 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 material misrepresentation.

APPLICANT SIGNATURE _____
Date Submitted to RSS _____
Visual proof of photo ID reviewed: Yes No
 Approved As Is Approved with Condition Denied