



2339 STATE ST, SALEM, OR 97301  
OFFICE | 503-364-6797 FAX | 503-364-6798

## RENTAL APPLICATION

Applications and fees are accepted on a **first come, first serve basis** and are processed in the order they are received. Applications may require up to 7 business days to verify information on an Application.

Applicant is urged to review the screening criteria to determine if requirements can be met.

### APPLICATION FEE

*Application fees are **NON-REFUNDABLE** unless the Landlord does not screen the Applicant. Application fees must be paid in cash or money order. Landlord will promptly provide confirmation of the screening including a receipt from the company/agency conducting the screening. If prior to conducting or ordering any screening, an Applicant withdraws their application in writing, Landlord must refund the screening charge within 30 days. If Landlord fails to comply with these requirements, the Applicant may recover twice the amount of the screening charge plus \$250.*

\$45 for first adult, \$25 for each additional adult regardless of marital status.

- Each adult applicant must fill out an application
- **Additional fee \$20** for applicants who have lived **outside the state of Oregon** within the **past five years**.

Below are the supplemental items required for a **completed** rental application:

### SUPPLEMENTAL ITEMS

#### **GOVERNMENT/STATE ISSUED PHOTO ID**

- Valid Passport, Military ID or a Permanent Resident card can be substituted for a driver's license.

#### **SECOND FORM OF GOVERNMENT ISSUED IDENTIFICATION**

- Copies and Faxes will not be accepted. If you are an out of state applicant, scanned documents are accepted. \*Originals will be required at the time of signing.

#### **INCOME**

- Most recent 30-day period paystubs. Please see our screening criteria for other options.

#### **SECTION 8 APPLICANTS**

- Please provide us your Unit Selection Sheet and Housing Choice Voucher Form.

#### **ANIMALS**

- A photo(s) and current vaccination record(s) for all animals.



**Disclaimer:** If your credit reports show any utility or housing related accounts in collections or that you owe any monies to your current or past landlords; all delinquent accounts must be paid in full before we approve your application. Proof of payment in full is required.

# Applicant Screening Criteria

*New criteria effective January 1, 2024*

Applicant is urged to review the screening criteria to determine if requirements can be met.

**IDENTIFICATION** – At time of application, each adult applicant (persons 18 years and over and emancipated minors) shall provide copies of two forms of government issued identification, one of which shall be a valid photo ID.

**SOURCE OF INCOME** – At the time of application, it shall be the obligation of the applicant(s) to provide proof of their monthly income. Monthly income shall be equal to 3 times the monthly rent and must be from a verifiable legal source. If income is within \$200 of 3 times the rental amount an increased deposit and/or cosigner will be requested. Generally accepted documentation may include; if you are new hire please have your employer provide us with a business card as well as a letter on letterhead with your hire date, hourly rate of pay and how many hours you will be working on a regular basis. If employed, copies of the most recent pay stubs equaling 1 months' pay. If self-employed a copy of the last year's tax return. If you do not have a job but have an amount equal to 1 year's worth of rent, we will consider that as your verifiable income if a bank statement is provided. Unemployment is considered a verifiable source of income.

\*Due to fluctuation in tips, bonuses and overtime these items will not be considered unless 6 months of additional steady income can be shown on your paystubs. If income is based on commissions, 1 year of paystubs will be required.

**HOUSING REFERENCES** – The applicant(s) shall provide information necessary to verify current and previous rental history for the past three consecutive years, including Landlord names, phone numbers and fax numbers (if applicable). If the applicant's housing during the past three years has included home ownership, mortgage payment history shall be considered. **MOST CURRENT FOUR YEARS OF EVICTION FREE RENTAL HISTORY REQUIRED!!** If applicant is unable to provide the past 3 consecutive years of verifiable rental history a co-signer and/or an increased deposit will be required.

**CREDIT WORTHINESS** – Credit worthiness will be based off of your credit score per the following:

- A. Anything 550 and below is grounds for denial
- B. 551 - 650 Full additional deposit will be required

Any discharged bankruptcy/ foreclosure in the last 24 months will require an additional FULL deposit. Credit not yet established will require a co-signer and/or a full additional deposit.

**COSIGNER QUALIFICATION CRITERIA** - A co-signer will be APPROVED if all qualifications below are met, **if the cosigner does not meet any 1 of the following criteria then the cosigner will not qualify.**

**Rental History:** Past 3 years of valid and verifiable rental or mortgage history with no late payments.  
**Income:** 4 times the rental amount of the unit and must be from a verifiable legal source.  
**Credit History:** MUST have excellent credit; NO collections, charge offs or judgements.  
Any bankruptcy (open and/or discharged) will result in denial.

**SECTION 8 APPLICANTS CRITERIA** – All Section 8 applicants are required to meet the same criteria as stated above, with the exception that the applicant only needs to meet 3 times the amount of their portion of the rent.

**DEMEANOR AND BEHAVIOR** – The behavior and demeanor of all applicants during the application process will be considered while determining approval.

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**INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION** – Any information that is incomplete, inaccurate, or falsified, will be grounds for immediate denial of application.

**ARREST AND CONVICTIONS** – Any applicant with a conviction within the past 5 years MUST have excellent and established credit. They must also have excellent, verifiable, and consecutive rental history in the last 5 years. An applicant will be denied if pending charges or conviction constitute any of the following: A) drug-related crime; B) a person crime; C) sex offense; D) a crime involving financial fraud, including identity theft and forgery; or E) any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the health or safety of other individuals or could result in physical damage to the premises. If an applicant has pending charges or a conviction under these criteria, that may otherwise disqualify them, they may submit additional information in writing along with the application. We will then perform an individual assessment to determine their approval or denial.

**NONDISCRIMINATION POLICY** – We operate in compliance with Fair Housing Law. We do not discriminate against applicants based on the race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status or source of income of the applicant.

**APPLICANTS SHOULD CONSIDER THE FOLLOWING LIMITATIONS –**

- Occupancy may not exceed two persons per bedroom.
- Animals are only permitted after required forms and documentation are received and approved.
- Landlord requires tenant maintain Renters Liability Insurance in the amount of \$100,000 liability coverage and list Landlord as Interested Party. If tenant's household income falls at or below 50% of the median for the area, Renter's Liability Insurance may not be required.

**\*\*** If any applicant needs assistance, known as "reasonable accommodation" in the application process please advise the Landlord at the time of applying.

**GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING FOR ALL APPLICANTS:**

Falsification of the rental application

A credit score of 550 or below

Any "open" bankruptcy

Unverifiable social security number

Verifiable income less than the required amount

Any verifiable unpaid eviction showing on credit report or confirmed with landlord

3 or more late payments and/or NSF checks in total within a consecutive 3 year period

2 or more noise complaints and/or other material non-compliance within a 12-month rental period (current and/or previous)

Unverifiable income

Any applicant currently using illegal drugs will be denied. If approved for tenancy and later drug use is confirmed, termination shall result.

Applicant screening is processed by Ned Baker Real Estate. Public records report (evictions and convictions) are generated by either: Advanced Reporting PO Box 12398, Salem, OR 97309 (V) 503-375-0451 or by Pacific Screening, PO Box 25582, Portland, OR 97298 Phone: (800) 707-1941. If your application is denied based upon information received from any of the above, you will be notified of the fact at the same time you are notified of the denial. A follow up letter of explanation will also be mailed. You have the right to appeal the accuracy of the information by submitting your appeal in written form to our office located at 2339 State St, Salem, OR 97301.

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Now that you've submitted a completed application, the big question is... **"What's next?"**

*The application fee you've submitted is non-refundable and will not be applied to rent and/or security deposits.*

1. Once we have received a completed application, our staff will review each applicant's credit, criminal and rental history. The screening process typically *takes 3-7 business days to complete*. Rental verifications take the longest. If we have difficulty reaching your previous or current landlord, we will request assistance from you at that time. If you have questions regarding your application, please contact the office. *Please note, we may request a co-signer to move forward with the application, based on the information provided.*
2. Once the screening process has been completed, we will notify you.
3. If your application is denied, you will be mailed a letter stating your credit score and reason for the denial. If you wish to receive a copy of your credit report, please let us know.
4. If your application is approved, upon notification you will have 24 hours to remit a reservation deposit in the form of a **money order or certified check**. This reservation deposit is half of the original security deposit amount and is used to hold the property for a maximum of two weeks. If applicant fails to sign the rental agreement or take possession on or before the designated date, the reservation deposit shall be forfeited.
5. Our office will determine the date of availability for the unit. All rents will be pro-rated from the date of signing. Remaining security deposits must be paid at move in along with the pro-rated rent amount. Both of these **must be paid separately**, in certified funds.
6. If you would like to review the rental agreement, prior to signing, please visit our website at: <https://nedbaker.com/rentals/>. A copy of our rental agreement can be found at the bottom of the rental page.

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**NEDBAKER**  
REAL ESTATE

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**OFFICE USE ONLY**

APP FEE Paid:

Date: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_



# RENTAL APPLICATION

PROPERTY ADDRESS: \_\_\_\_\_ RENT: \_\_\_\_\_

## APPLICANT #1 | INFORMATION

Name:		Email:	
Date of birth:	SSN:	Phone:	
Driver's License #:	State:	Vehicle Make/Year:	License Plate #:
<b>CURRENT ADDRESS:</b>			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent: \$		Move in Date:
Landlord Name:	Phone:	Fax:	
Family or Friend: _____		Money Owed? _____	

## PREVIOUS ADDRESS:

City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly payment or rent: \$		Move in Date:
Landlord Name:	Phone:	Fax:	
Family or Friend: _____		Money Owed? _____	

## EMPLOYMENT | INFORMATION

### CURRENT EMPLOYER:

Employer address:		Date of Hire:	
Supervisor Name:		Phone:	Fax:
City:	State:	Position Title:	
Gross Pay:	\$ _____	Hourly Weekly Monthly Yearly (Please circle)	

## ADDITIONAL SOURCES OF INCOME

Source: _____	Source: _____
TOTAL MONTHLY INCOME: \$ _____	Proof of Income Provided? Yes No (Please circle)

## GENERAL INFORMATION

Have you been evicted? ____ Yes ____ No	Have you ever been convicted? ____ Yes ____ No
Have you ever filed for bankruptcy? ____ Yes ____ No	Have you ever had a foreclosure? ____ Yes ____ No
Utility bills in collections? ____ Yes ____ No	Money owe to Landlord? ____ Yes ____ No
Current Renter's Insurance? ____ Yes ____ No	Do you have any animals*? ____ Yes ____ No
Number of total animals: _____ Cat _____ Dog _____ Other _____	
Breed: _____	Weight: _____

*\*All necessary documents needed for animals/companion animals: Photo and Vaccination records.*

Reason for Moving: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

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Proof of payment in full is required.

## APPLICANT #2 | INFORMATION

Name:		Email:	
Date of birth:	SSN:	Phone:	
Driver's License #:	State:	Vehicle Make/Year:	License Plate #:
<b>CURRENT ADDRESS:</b>			
City:	State:	ZIP Code:	
Own    Rent <b>(Please circle)</b>	Monthly payment or rent: \$		Move in Date:
Landlord Name:	Phone:	Fax:	
Family or Friend: _____		Money Owed? _____	
<b>PREVIOUS ADDRESS:</b>			
City:	State:	ZIP Code:	
Owned    Rented <b>(Please circle)</b>	Monthly payment or rent: \$		Move in Date:
Landlord Name:	Phone:	Fax:	
Family or Friend: _____		Money Owed? _____	
<b>EMPLOYMENT   INFORMATION</b>			
<b>CURRENT EMPLOYER:</b>			
Employer address:		Date of Hire:	
Supervisor Name:		Phone:	Fax:
City:	State:	Position Title:	
Gross Pay: \$ _____	Hourly    Weekly    Monthly    Yearly <b>(Please circle)</b>		
<b>ADDITIONAL SOURCES OF INCOME</b>			
Source: _____		Source: _____	
TOTAL MONTHLY INCOME: \$ _____		Proof of Income Provided?    Yes    No <b>(Please circle)</b>	
<b>GENERAL INFORMATION</b>			
Have you been evicted?    ____ Yes    ____ No		Have you ever been convicted?    ____ Yes    ____ No	
Have you ever filed for bankruptcy?    ____ Yes    ____ No		Have you ever had a foreclosure?    ____ Yes    ____ No	
Utility bills in collections?    ____ Yes    ____ No		Money owe to Landlord?    ____ Yes    ____ No	
Current Renter's Insurance?    ____ Yes    ____ No		Do you have any animals*?    ____ Yes    ____ No	
Number of total animals: _____		Cat _____ Dog _____ Other _____	
Breed: _____		Weight: _____	
*All necessary documents needed for animals: Photo and Vaccination records.			
Reason for Moving: _____			
How did you hear about us? _____			

**Please list all additional persons to occupy the unit:**

NAME	DATE OF BIRTH

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**Application screening fee is \$45 for first adult, \$25 for each additional adult regardless of marital status.  
(Adult: Any individual who is 18 years of age or older or is an emancipated minor)**

**Please note:** There will be an additional \$20 fee (per individual) if you have lived outside the state of Oregon within the past five years. *Application fees must be paid in cash or money order only.*

Each adult applicant must fill out an application to rent and is being charged a NON-REFUNDABLE FEE for applicant screening. Screening may include a credit report, checking public records, calling employer, calling current and former landlords and verifying all information on the application. By signing this application, you authorize the screening process and acknowledge a copy of this notice.

CORRECT INFORMATION-Applicant represents that all of the statements listed on the application and supporting documents are true and complete. Applicant acknowledges that giving false information herein or giving an incomplete application may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state.

Applicant acquires no rights to the rental unit until the rental agreement has been signed by all parties.

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I have read and understand the Screening Criteria requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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