



9320 SW Barbur Boulevard, Suite 300
Portland, Oregon 97219
Phone 503.222.3800 / 800.859.8043
Facsimile 503.222.6459
www.bluestonehockley.com

Application Screening (revised February 1, 2012)

There is a \$45.00 charge for each individual applicant. Checks are not accepted. This charge covers our costs to run a credit check and criminal background check. TransUnion provides the credit report, which relays information for the last seven (7) years.

Please review our list of criteria. We do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, sexual identity or source of income. Please note, if you are a caregiver to one of our residents you must complete an application. You will be screened for conduct and criminal only. Your credit history and/or income will not be screened or used as grounds for denial.

We require:

- A complete application for each adult 18 or older. **Unfavorable information for any individual applicant may result in denial of all applications for that group.**
- A three year residency history; have the name, address and phone number of previous landlords ready.
- A three year employment history; have the name, address and phone number of previous employers ready.
- Verifiable gross monthly income that is three (3) times the amount of rent. Verifiable income may mean, but is not limited to, alimony/child support, trust accounts, social security, grants or student loans.
Self Employed applicants must provide a copy of their most recent tax return, current bank statement & business license
Section 8 applicants must demonstrate income that is 3x their portion of the rent
Social Security recipients must provide copy of their check or annual benefits letter
Roommates: combined income from all applicants must equal 3x the rent
Full Time Students must provide current bank statement with balance of 5x the rent or financial aid award letter
Out of State Applicants, with no local employer, must provide current bank statement with balance of 5x the rent.
- Two pieces of Identification. Choose one from each group below:

Group A:	Group B:
Passport (foreign or US)	Social security card
US Drivers License	Birth certificate
US State issued ID card	Resident Alien, work visa or student visa
- Proof of income (pay stub, bank statement, etc)
- Maximum occupancy of no more than two (2) people per bedroom.

You may be asked to pay a higher security deposit (up to 2x the rent) for the following:

- No credit or poor credit (incl. slow pay or discharged bankruptcy more than one year ago).
- No landlord references (must be from an unbiased source; no roommate or family references).

The total security deposit required will be that of the least qualified applicant.

You will be denied tenancy and will forfeit your application fee for the following:

- Incomplete or misrepresentation of any information on your application.
- Insufficient income.
- Eviction judgments (ever)
- Felony charges and/or convictions (ever) or 3 or more misdemeanor charges.
- Judgment and/or multiple collections or charge offs in the last seven (7) years.
- Discharged bankruptcy within the last twelve (12) months or any open bankruptcy.
- Negative landlord reference including: money owed to a prior landlord, history of late payments, NSF payments, noise/disturbance complaints, unauthorized pets or occupants, excessive damage upon move out or if a landlord refuses to give a reference.



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If you meet the application criteria and are accepted you will have the peace of mind of knowing other renters in your complex are being screened with equal care. If you are applying for a residence without resident management staff, your application can be taken weekdays between 8:00 am and 5:00 pm. Applications completed after hours or weekends will be processed the next business day. We accept the first qualified applicant.

If your application is approved and you wish to hold the apartment for more than three (3) days, we will require that you pay a reservation deposit; and if you do not thereafter execute a rental agreement take possession of the premises as agreed you will forfeit that deposit. We reserve the right to request the deposit to hold or other move in monies be paid in certified funds (money order or cashiers check). We are not required to hold any premises for you for more than three (3) days without payment of a reservation deposit. Your application fee will not be refunded if the foregoing three (3) day period lapses without payment of a reservation deposit and/or execution of a rental agreement.

Rental Specials: Weekly specials/discounts/incentives are published every Friday morning. The “special” expires the following Thursday at midnight. You must apply and pay your application fee before 11:59pm Thursday to receive the quoted weekly special.

Fees you may encounter as a Bluestone & Hockley Resident:

- up to \$ 100 Late Fee, when rent is not received by 6:00 pm on the 5th day of the month.
- \$ 25 NSF Fee, for payment returned by your financial/banking institution.
- \$ 50 Rule Violation Fee, when a written notice is issued by the corporate office.
- \$ 50 Illegal/Unauthorized Parking Fee, plus any tow costs assessed by the Tow Company to remove vehicle
- \$ 50 Unauthorized Dumping Fee, plus any actual charge levied by the hauler to dispose of the items.
- \$ 50 Pet violation, as defined by the pet agreement, plus any actual damage caused by the authorized animal.

Smoke Detector Tampering or Removal: Up to \$250, per state law, plus the cost to replace detector or batteries.

Lease Break Fee: equal to one and a half times the stated rent if you terminate your lease agreement prior to the lease end date. This fee does not apply if you sign a month to month rental agreement.

Please note, you will be charged the prevailing maintenance rate if you request assistance for a lock change, lock out, lost key, if you or your pet cause damage while residing in the unit or if you miss an appointment with a scheduled vendor.

The following utilities are contracted by the landlord and will be billed back to you: garbage water and sewer natural gas electricity. An addendum outlining the billing method will be included with your lease/rental agreement. **If you are late paying any utility bill back, a \$10 late fee or a 10% late charge, whichever is greater (but not to exceed \$50 per occurrence) will be added to your account.** If you have any questions about how the utilities are calculated, the current billing rate or would like to see the addendum prior to completing your application, please do not hesitate to ask.

We require all our residents to carry renters insurance. You will need to provide a certificate of insurance prior to moving in. Failure to carry renters insurance is a rule violation and will result in a \$50 fine for each month you are without the required coverage.

I have read and understand the Application Screening Information listed above and have also received the Denial Policy. I hereby give permission to Bluestone & Hockley to obtain information from whatever credit reporting agency they desire. (sign & date below)



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DENIAL POLICY

The Fair Credit Reporting Act prevents us from telling you what is on your credit report. If your application is denied due to your credit history you may dispute the report by contacting TransUnion at:

TransUnion
P O Box 1000, Chester, PA 19022
1-800-888-4213

If your application has been denied and you believe you qualify as a resident under the criteria outlined above, you may write us at:

Equal Housing Opportunity Manager
Bluestone & Hockley Real Estate Services, Inc.
9320 SW Barbur Blvd, Suite 300
Portland OR 97219-5437

Your letter should include the reasons why you believe your application should be re-evaluated and request a review of your file; this request needs to be in writing and within sixty (60) days of date notified. Your application will be reviewed within seven (7) working days from the date your letter was received. You will be notified of the outcome.



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