



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 P qxgo dgt'3, 2032)

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. VtcpuWpklqp 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:
 

<b>Group A:</b>	<b>Group B:</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 bankruptcy more than one year ago).
- No landlord references (must be from an unbiased source; no roommate or family references).
- Non-US citizen (with legal US residency status)

**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.
- Bankruptcy in the last twelve (12) months
- 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.
- We determine that you would be a direct threat to the health and safety of other tenants, guests, apartment complex, owner, owner's agents, and/or the property.



ACCREDITED  
 MANAGEMENT  
 ORGANIZATION®

Sales | Leasing | Management | Maintenance  
 Licensed in Oregon and Washington  
 Oregon CCB 63068, Washington CCB BLUESHROI6C4



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

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.

**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 5<sup>th</sup> 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.** The landlord has not “marked up” or added any service charge to the utility expense you are billed. 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):**

\_\_\_\_\_

\_\_\_\_\_



ACCREDITED  
MANAGEMENT  
ORGANIZATION®

Sales | Leasing | Management | Maintenance  
Licensed in Oregon and Washington  
Oregon CCB 63068, Washington CCB BLUESHROI6C4



9320 SW Barbur Boulevard, Suite 300  
Portland, Oregon 97219  
Phone 503.222.3800 / 800.859.8043  
Facsimile 503.222.6459  
[www.bluestonehockley.com](http://www.bluestonehockley.com)

### **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 740211, Atlanta, GA 30374  
1-800-685-1111

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

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.



ACCREDITED  
MANAGEMENT  
ORGANIZATION®

Sales | Leasing | Management | Maintenance  
Licensed in Oregon and Washington  
Oregon CCB 63068, Washington CCB BLUESHROI6C4

# RENTAL APPLICATION

To be completed for each adult



Applicant Name \_\_\_\_\_

Rental Address \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_

NON-REFUNDABLE      Application Charge..... \$ \_\_\_\_\_

REFUNDABLE            Security Deposit ..... \$ \_\_\_\_\_

                                  Pet Deposit..... \$ \_\_\_\_\_

                                  Other ..... \$ \_\_\_\_\_

                                  Monthly Rent..... \$ \_\_\_\_\_

                                  TOTAL DUE ..... \$ \_\_\_\_\_

                                  Amount paid at taking of application..... \$ \_\_\_\_\_

RENTAL SPECIAL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* upon approved credit

PM-08 rev. January 2010

Amount due to be paid on or before moving in ..... \$ \_\_\_\_\_

**Mark all that apply:** Prior to application I have:  seen inside of rental unit     had all fees and deposits disclosed to me     received, read and understand the screening criteria that explains the grounds upon which my rental application may be denied

## OCCUPANCY INFORMATION

Type of Tenancy:  New Resident (# \_\_\_\_ of \_\_\_\_ )     Roommate add-on     Pre-approval     Care Giver/Temp Occupancy

Requested Move in Date (Subject to Availability): \_\_\_\_\_ Lease or month to month: \_\_\_\_\_ Number of occupants: \_\_\_\_\_

Name(s) of All Intended Occupants: \_\_\_\_\_

Pets are subject to approval by management: Number: \_\_\_\_\_ Kind/Breed \_\_\_\_\_ Adult Size \_\_\_\_\_

## RESIDENCY HISTORY (Three year history is required. Use separate form for additional information.)

Current Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Rent Amt. \$ \_\_\_\_\_ Dates of Tenancy? \_\_\_\_\_ 30-Day Notice? \_\_\_\_\_ Reason \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

Rent Amt. \$ \_\_\_\_\_ Dates of Tenancy? \_\_\_\_\_

Previous Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

Rent Amt. \$ \_\_\_\_\_ Dates of Tenancy? \_\_\_\_\_ **Have you ever been evicted?**  yes  no

## EMPLOYMENT HISTORY (Three year history is required. Use separate form for additional information.)

Current (Local) Employer & Address \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

F/T \_\_\_\_ P/T \_\_\_\_ Applicant's Position \_\_\_\_\_ Hire Date/How Long? \_\_\_\_\_

Previous/Second Employer & Address \_\_\_\_\_

Phone # \_\_\_\_\_ Applicant's Position \_\_\_\_\_ How long? \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ F/T \_\_\_\_ P/T \_\_\_\_ Supervisor \_\_\_\_\_

Previous Employer & Address \_\_\_\_\_ How Long? \_\_\_\_\_ Phone # \_\_\_\_\_

**\*\*Other Source of Income:**  Social Security/Disability \$ \_\_\_\_\_  Child Support/Alimony \$ \_\_\_\_\_  Student Loan/Grant \$ \_\_\_\_\_

Section 8/Housing Authority \$ \_\_\_\_\_  Other: \$ \_\_\_\_\_ (explain) \_\_\_\_\_

## CRIMINAL HISTORY

Have you, or anybody who will be occupying the premises with you, ever been convicted of or pleaded guilty or "no contest" to a felony or misdemeanor (whether or not resulting in a conviction)?  yes  no. If you answer "yes," then explain who was involved, as well as where, when and what

Occurred (attach additional documents/paper if necessary): \_\_\_\_\_

## PERSONAL INFORMATION

Auto/Make/Year \_\_\_\_\_ Auto Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Applicant's License/ID # \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_ Iss. Date \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Emergency Contact # 1 (Relative) \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact # 2 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

The above information is given to the lessor to determine my credit standing for the purpose of renting the above mentioned property to me. It is understood that I am paying an application charge at the time of this application and the charge will remain non-refundable whether the application is accepted or rejected. Should my application not be processed because the property has been rented, I will receive my application charge back. If my application is approved and I wish to hold the unit for more than three (3) days from the date my application is/was approved, then I understand that I may be required to pay a reservation deposit and that I will forfeit that deposit and my right to occupy the premises if I do not execute a rental agreement and take possession of the premises as agreed. This application is subject to the approval of the lessor or his/her agent. It is understood that I will NOT be discriminated against because of my race, national origin, color, religion, sex, familial status, handicap, source of income or sexual orientation. I also warrant that the information given on the application is the truth and that any material misrepresentation can lead to my being rejected. SIGNING OF THIS APPLICATION GIVES BLUESTONE & HOCKLEY REAL ESTATE SERVICES THE AUTHORITY TO OBTAIN INFORMATION FROM WHATEVER CREDIT REPORTING AGENCY THEY DESIRE. THIS APPLICATION REMAINS THE PROPERTY OF BLUESTONE & HOCKLEY REAL ESTATE SERVICES.

Applicant's Signature \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_