

PROPERTY NAME	STATE	PROPERTY NO.
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**MANAGER USE ONLY:**

DATE RECEIVED	TIME RECEIVED	MANAGER INITIAL	APT #	# OF BEDROOMS	RENT AMOUNT
LEASE TERM		APPLICANT TYPE → <input type="checkbox"/> APPLICANT <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> FOREIGN APPLICANT <input type="checkbox"/> TRANSFER <input type="checkbox"/> CO-SIGNER <input type="checkbox"/> ROOMMATE ADD-ON			

**A separate application must be completed by each adult applicant.  
 Applications that are incomplete, missing information, or having false information will result in denial.**

IF BEING ADDED TO A CURRENT HOUSEHOLD, PLEASE LIST CURRENT RESIDENT'S NAME HERE			
APPLICANT FULL LEGAL NAME (Last, First, Middle Initial)		PREVIOUS NAMES, ALIASES OR NICKNAMES USED	
SOCIAL SECURITY NUMBER	BIRTHDATE	DRIVER'S LICENSE #	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
E-MAIL		PHONE NUMBER	REQUESTED MOVE-IN DATE
CURRENT ADDRESS		CITY	STATE                  ZIP
CURRENTLY <input type="checkbox"/> RENT <input type="checkbox"/> OWN	CURRENT LANDLORD NAME	CURRENT LANDLORD PHONE #	
DATES OF RESIDENCE?	CURRENT MONTHLY RENT AMOUNT?	REASON FOR MOVING	

**LIST ALL PERSONS WHO WISH TO RESIDE IN YOUR UNIT:**

PLEASE PRINT FULL LEGAL NAME (Last, First, Middle Initial)		
SPOUSE OR CO-HEAD (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME (Last, First, Middle Initial)	BIRTHDATE	FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
DOES ANYONE IN THE HOUSEHOLD REQUEST A SPECIAL HANDICAP ACCESSIBLE UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, PLEASE SPECIFY UNIT TYPE REQUIRED		

**MARKET SOURCE:**

<input type="checkbox"/> Rent.com
<input type="checkbox"/> Move.com
<input type="checkbox"/> Craigslist.org
<input type="checkbox"/> Oregonlive.com
<input type="checkbox"/> Housingconnections.org
<input type="checkbox"/> Mynewplace.com
<input type="checkbox"/> Property website
<input type="checkbox"/> Guardian website
<input type="checkbox"/> Current Resident referral
<input type="checkbox"/> Previous Resident referral
<input type="checkbox"/> Housing Authority referral
<input type="checkbox"/> Locator service
<input type="checkbox"/> Newspaper
<input type="checkbox"/> Banners/Signs/Flyers
<input type="checkbox"/> Drive by
<input type="checkbox"/> Apartment Guide/Apartmentguide.com
<input type="checkbox"/> For Rent/Forrent.com
<input type="checkbox"/> Apartment Finder/Apartmentfinder.com
<input type="checkbox"/> Apartments.com

**SOURCES OF INCOME:**

THIS INCLUDES, BUT IS NOT LIMITED TO, FULL AND/OR PART-TIME EMPLOYMENT, WELFARE ASSISTANCE, SOCIAL SECURITY, PENSIONS, SSI, DISABILITY, MILITARY PAY/BENEFITS, UNEMPLOYMENT, CHILD SUPPORT, ALIMONY, STUDENT GRANTS/LOANS, SELF-EMPLOYMENT, LOTTERY INCOME, INCOME FROM THE SALE OF PROPERTY, INCOME FROM TRUSTS AND ANY OTHER INCOME RECEIVED FROM PEOPLE NOT RESIDING WITH YOU.			
EMPLOYER NAME	ANNUAL GROSS INCOME \$	DATES OF EMPLOYMENT	
OTHER INCOME	GROSS ANNUAL AMOUNT \$	OTHER INCOME	GROSS ANNUAL AMOUNT \$

**ASSETS:**

THIS INCLUDES, BUT IS NOT LIMITED TO, CHECKING/SAVINGS ACCOUNTS, 401K, MONEY MARKET ACCOUNTS, IRA, STOCKS/BONDS, CD'S, TRUSTS, WHOLE OR UNIVERSAL LIFE INSURANCE POLICIES, CASH HELD IN SAFETY DEPOSIT BOXES, ITEMS HELD AS INVESTMENTS, ETC.

TYPE OF ASSET	TYPE OF ASSET	TYPE OF ASSET	TYPE OF ASSET
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**PERSONAL REFERENCES:**

2 PERSONS NOT RELATED OR LIVING WITH YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	E-MAIL	PHONE NUMBER
NAME	E-MAIL	PHONE NUMBER
NEAREST LIVING RELATIVE OR FRIEND WE CAN CONTACT IN EVENT OF AN EMERGENCY:		
NAME	E-MAIL	PHONE NUMBER

**AUTOMOBILES:**

MAKE/MODEL	YEAR	LICENSE #	MAKE/MODEL	YEAR	LICENSE #
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DO YOU INTEND TO HAVE HOUSE PETS AT THIS RESIDENCE?  YES  NO IF YES, WHAT KIND?

DO YOU INTEND TO USE A WATER BED AT THIS RESIDENCE?  YES  NO NAME OF RENTER'S INSURANCE:

CITIES, COUNTIES & STATES YOU HAVE LIVED IN THE PAST 7 YEARS

HAVE YOU EVER BEEN EVICTED?  YES  NO IF SO, WHEN

HAVE YOU OR ANY PERSON WHO WILL BE OCCUPYING THE UNIT **EVER** BEEN CONVICTED, PLED GUILTY OR NO-CONTEST TO ANY CRIME?  YES  NO

WHO? WHEN? COUNTY/STATE

DETAILS

DO YOU HAVE A SECTION 8 VOUCHER?  YES  NO IF YOU ANSWERED "YES" WHAT IS THE DOLLAR AMOUNT OF THE VOUCHER?

**DEPOSIT INFORMATION:**

THE FOLLOWING IS SUBJECT TO CHANGE.

Security Deposit Minimum \$ \_\_\_\_\_

Security Deposit Maximum \$ \_\_\_\_\_  
(Depending on screening result and unit size)

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

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

**RENT INFORMATION:**

THE FOLLOWING IS SUBJECT TO CHANGE.

Apartment Rent \$ \_\_\_\_\_

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

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

**GOOD FAITH ESTIMATE:**

Approximate number of units currently available, or will in the foreseeable future be available, of the size and in the area requested by the applicant: \_\_\_\_\_ units

Approximate number of applications previously accepted and currently under consideration for those units: \_\_\_\_\_ units

If the above blanks are not filled in, then there is at least one unit available and there are no applications ahead of yours currently under consideration.

The undersigned authorize Guardian Management LLC or any screening service to contact my present and previous landlords, my credit references and employers (as listed above) and any credit reporting agency. It is understood and agreed that the sum paid at the time of application will be used as follows: A screening fee will be retained by the landlord as payment for the cost of application screening. Applicant screening entails the checking of your credit, income and other criteria for residency. As part of the application process, Landlord may obtain an Investigative Consumer Report which may include information of your character, general reputation, personal characteristics and mode of living. You have a right to request a written summary of your rights under the Federal Fair Credit Act as well as a complete and accurate disclosure of the nature and scope of the investigation requested. The request should be made to the Landlord or the credit reporting firm listed on the Criteria for Residency. You have the right to dispute the accuracy of any information provided to the landlord by the screening service or credit reporting agency. The name and address of the screening company can be obtained from either the Criteria for Residency form or the manager. Applicant's copy of this application shall be the receipt for the screening fee. If this application is approved, applicants will have 72 hours from the time of notification to return to execute a Rental Agreement and to pay the amount identified below as "Due upon Acceptance." If applicants fail to execute a rental agreement and to pay the amount identified below as "Due Upon Acceptance" within that time, they will be deemed to have refused the unit and the next application for the unit will be processed. Landlord shall have no liability to applicant until such time as a rental agreement is signed by both parties. I/We understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this will be grounds for termination of tenancy. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord/Owner/Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

property name

RESIDENT SCREENING &amp; SELECTION PROCESS

Thank you for applying to live within our community. \_\_\_\_\_ is an Equal Housing Opportunity provider and seeks to process all applicants in a fair and consistent manner.

**BE ADVISED:**

- **Incomplete, inaccurate or falsified information will be grounds for a decline response regarding your rental application or termination of your tenancy if discovered after the tenancy commences.**
- **Any applicant that is a current illegal drug user, addicted to a controlled substance or has been convicted by any court of competent jurisdiction of the illegal manufacture or distribution of a controlled substance shall be declined.**
- **Any individual whose tenancy may constitute a direct threat to the health or safety of an individual, or whose tenancy would result in physical damage to the property of others will be declined.**

**OCCUPANCY POLICY**

- Occupancy is based on the number of bedrooms in an apartment. 2 persons are allowed per bedroom, plus 1 additional occupant. Applicants wishing to appeal this policy may do so in writing to Fair Housing Officer, PO Box 5668, Portland, OR 97228.

**APPLICATION PROCESS**

- Select your apartment, complete the LIHTC application (one for each adult), Certification of Tenant Eligibility and Section 42 Certification entirely and pay your non-refundable screening fee of \$\_\_\_\_\_. Be prepared to wait 5-7 days for your application to be processed—longer if the application is incomplete or if information provided is difficult to verify.
- All verification forms including, but not limited to, Income Verifications, Employment Verifications and Asset Verifications must be completed by qualified third parties before your application can be approved.

**GENERAL REQUIREMENTS**

- Applicants must be at least 18 years of age, or under the age of 18 and married, emancipated or (in Oregon and Utah) under the age of 18 and (a and/or b):
  - a. pregnant and expecting the birth of a child who will live in the primary applicant's physical custody;
  - b. the parent of a child or children living in the physical custody of the person.
- To initiate the application process, two forms of identification will be required. These are: Picture identification plus another form of positive identification. Acceptable forms of picture identification include: A valid, state-issued driver's license, identification card or a passport. Acceptable forms of positive identification (other than picture ID), include: An Individual Tax payer Identification Number (ITIN), valid Social Security number, visa or legal alien documentation. Copies of identification may be required. Information from such identification will be required to appear on the application and will be used to complete the screening process.
- Student Status: Households comprised entirely of full-time students are not eligible for tax credit apartments. There are five exceptions to this rule. They are:
  1. At least one adult in the unit is married, not necessarily to another adult living in the unit, and they have filed a joint federal tax return the previous year.
  2. The household consists of one single parent and at least one child, neither of who is listed as a dependent on another person's (outside of the household) most recent tax return.
  3. A household member is a recipient of Aid to Families with Dependent Children (AFDC) or Temporary Assistance for Needy Families (TANF).
  4. A household member is a participant in a federal, state or local job training program comparable to those funded by the Job Training Partnership Act (JTPA).
  5. The full-time student who is a student who previously received Foster Care assistance under Title IV of the Social Security Act (under parts B or E).

**SCREENING CRITERIA**

**IDENTITY VERIFICATION:** Government issued photo identification will need to be presented by all applicants and co-signers.

**CONSENT TO VERIFY CREDIT AND CRIMINAL BACKGROUND**

All applicants and co-signers must agree to the following by executing a rental application form:

I hereby consent to allow \_\_\_\_\_ through its designated agent and its employees, to obtain and verify my credit information (*including a criminal background search*) for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, \_\_\_\_\_ and its agent shall have a continuing right to review my credit information, rental application, and criminal background, payment history and occupancy history for account review purposes and for improving application methods.

**SCORING OF YOUR CONSUMER CREDIT REPORT**

\_\_\_\_\_ uses an empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it treats all applicants objectively. Your consumer credit report contains information about you and your credit experiences, such as your bill-payment history, the number and type of accounts that you have, late payments, collection actions, outstanding debt, and the age of your accounts. Using a statistical program, we compare this information to the credit performance of other applicants with similar profiles which allows us to predict how likely it is that you will pay your rent in a timely manner and fulfill your other lease obligations. If you would like information regarding how to improve your credit score, please let us know, and we will provide you with more detailed information regarding this process. Based upon your credit score, your application will either be accepted, rejected or accepted with conditions—possibly resulting in an elevated security deposit. If your application is rejected or is accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies which provided your consumer information to us. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report, correct any

erroneous information that may be on the report and submit a new application to this community for further consideration.

**CRIMINAL BACKGROUND SEARCH**

If your application is accepted or accepted with conditions, we will conduct a criminal background search.

- A conviction, guilty plea or no-contest plea for any Felony shall be grounds for denial of the rental application.
- Any offense that requires the Applicant register as a sex offender will result in denial of the rental application.
- One or more Misdemeanors (not including traffic and driving, tobacco, and licensing related offenses or offenses involving wildlife or nature) within the last three (3) years will result in a denial.
- Pending charges will result in a denial of the rental application.

**RENTAL SCORE**

All applications are submitted to **Screeners**, a third-party rental applicant screening company. **All Applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is score statistically in exactly the same manner.

The rental scoring system will compare you application to **Screeners** database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, **Screeners** will recommend one of the following:

- **Accepted.** The applicant with the standard deposits and fees.
- **Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit or provide a co-signer as outlined below.
- **Denied.** The application will not be accepted. This applicant will be provided with the contact information for the consumer reporting agencies that provided the consumer information if the denial was based on such information.

**CO-SIGNER OPTION**

If **Screeners** recommends "Accepted with Conditions" a co-signer (a person guarantees the applicant's performance) may be considered. In this instance, the original applicant's application will be re-submitted along with the co-signer's application. Applications for co-signers processed through **Screeners** are also scored, but are typically held to a more stringent, pre-established financial screening standard because co-signers must be financially able to make the payments for this residence, as well as their own place of residence.

**EVICCTIONS**

An applicant will be denied if they have an eviction (that was not dismissed or resulted in a general judgment for the applicant prior to the application) within the last **four (4)** years.

**DISABLED ACCESSIBILITY**

\_\_\_\_\_ allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition.

\_\_\_\_\_ requires:

- The applicant to seek the landlord's written approval before making modifications.
- Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
- Names of qualified contractors that will be used.
- Appropriate building permits and the required licenses must be made available or inspection by the landlord.

**REJECTION POLICY**

You have the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency. If your application is denied due to unfavorable information received during the screening process you will be notified in writing.

- 1) Contact the community manager where you applied to obtain a copy of your screening and the reason for denial. Your credit report can be provided either by Onsite or the screening company. The screening company that processed your application is **Screeners, Inc.** Their name and the reference number for your file will be printed on the acceptance or denial letter. **Screeners, Inc., 6663 SW Beaverton Hillsdale Hwy, Box 144, Portland, OR 97225-1403.**
- 2) Contact the credit reporting agency to identify who is reporting unfavorable information.
- 3) Correct any incorrect information through the credit reporting agent as per their policy.
- 4) Request the credit reporting agency submit a corrected credit check to the appropriate screening company.
- 5) Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

If you are a person with a disability and would like to request a waiver of the screening criteria, you may appeal the decision within 14 calendar days by sending a letter to:


Guardian Management, LLC  
Equal Housing Opportunity Manager  
P.O. Box 5668  
Portland, OR 97228-5668

In the letter explain the reasons you believe your application should be approved and request a review of your file. Please indicate in the letter which apartment community you have applied to. Within 5 working days of receipt, your application will be reviewed, and you will be notified of the outcome of the review. Persons with disabilities have the right to request reasonable accommodations to participate in the hearing process.

**PRIVACY POLICY**

We are dedicated to protecting the privacy of your personal information used to determine your eligibility. We have adopted a Privacy Policy to ensure your personal information is kept secure.

\_\_\_\_\_ Applicant's Initials

<p>We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity through the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. TDD 1-800-735-2900</p>	
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