

APPLICATION FOR TENANCY



Cascade Management, Inc
Real Estate Management Services

COMPLEX NAME: CLARA VISTA TOWNHOMES

APPLICANT NAME: _____

<p><i>Office Use Only</i> <i>(date/time received)</i></p> <p>Date: _____</p> <p>Time: _____ AM/PM</p> <p>By: _____</p>
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Bedroom Preference: **3** or **4** (circle all that apply)

Your Current Address City State Zip Code

Daytime Phone _____ Evening Phone _____

Emergency Contact: _____
Name Address Phone

List each person (including self) who will occupy the unit.							
LAST NAME	FIRST NAME	SEX	DATE OF BIRTH	RELATIONSHIP TO HEAD OF HOUSEHOLD	SOCIAL SECURITY #	DR. LIC.#/ STATE	Full-Time or Part Time Student Y/N
1				Self/Head			
2							
3							
4							
5							
6							
7							

- 1) Has anyone listed above ever been evicted? Yes ___ No ___ Date _____
- 2) Has legal notice been given where you now live? Yes ___ No ___
- 3) Has anyone listed above ever been convicted or pled guilty to a felony or misdemeanor? Yes ___ No ___
Name _____
Where? _____ When? _____
- 4) Are you currently living in a subsidized property? Yes ___ No ___ Apt Name _____
- 5) Do you currently have a Section 8 voucher? Yes ___ No ___
- 6) Do you request a unit designed for wheelchair accessibility? Yes ___ No ___
- 7) Are you applying for a Project-based Section 8 Voucher unit (PBV)? Yes ___ No ___
- 8) Are you homeless or at risk of being homeless? Yes ___ No ___
- 9) Were you referred by a Social Service Agency? (name of agency) _____
- 10) Have you been displaced by a government action or a presidential declared disaster? Yes ___ No ___
(you will be required to provide verification at time of application)



Previous Rental History: Start with your current residence.				
NAME AND PHONE # OF CURRENT & PREVIOUS LANDLORDS	ADDRESS YOU OCCUPIED	MOVE IN DATE	MOVE OUT DATE	REASON FOR LEAVING

Income Information: List wages, salaries, SSI, disability, unemployment, welfare, or ANY source of income as well as any assets currently held/owned			
FAMILY MEMBER	INCOME SOURCE	AMOUNT	ASSET SOURCE & AMOUNT

Do you currently own real property? Yes ____ No ____

Have you disposed of any asset for less than fair market value in the past two years? Yes ____ No ____ ; if yes what?

Employment Information:

Head of Household Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____

Spouse's (Co-Head)
 Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____

Other Adult Member
 Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____

Other Adult Member
 Employer _____ Supervisor _____
 City, State _____ Phone # _____
 Length of Employment _____ Position _____





CASCADE MANAGEMENT, INC. RENTAL CRITERIA I-VDC, VDS & CVT

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I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
2. Two (2) persons are allowed per bedroom.
3. An exception is made for children under the age of 2 who are allowed as a third occupant of a single bedroom when the child resides with the parent or other adult(s) having legal custody.

II. APPLICATION PROCESS

Steps to become a resident at a Cascade Management, Inc., property.

1. Select your unit.
2. Complete the application on the designated form.
3. Pay your non-refundable credit/screening fee of \$35.00 when appropriate.
4. Subsidized applicants will be required to pay a refundable security deposit equal to their Total Tenant Payment. BMIR and Section 236 market rate tenants will be required to pay a refundable security deposit equal to their Tenant Rent. A refundable security deposit equal to a full month's rent will be required for all other applicants of Cascade properties.
5. Be prepared to wait 1 business day for the application verification process.
6. Once the application is approved and signed by both parties, any and all advance deposits will be applied to non-refundable fees. You are encouraged to read the rental agreement at the time of application.

III. CRIMINAL CONVICTION POLICY

Upon receipt of the rental applications, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for; any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufactured, delivery or possession) property damage or weapons charges; or



- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution

shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

IV. DISABLED ACCESSIBILITY

Cascade Management, Inc. does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs and activities. Cascade Management, Inc., complies with requirements of the Fair Housing Acts, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

V. GENERAL REQUIREMENTS

1. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant*).
2. Each applicant will be required to qualify individually.
3. Primary applicants must be able to enter a legal and binding contract.

VI. CREDIT REQUIREMENTS

1. Credit will be reviewed.
2. No rental history and negative credit will result in denial.
3. Negative rental history and any negative credit will result in denial.
4. Negative credit is defined as: (a) Bankruptcy reported within 1 year from the date of application; (b) Bankruptcy reported prior to 1 year from the date of application and negative information followed the bankruptcy; (c) Involuntary repossession; (d) more than 10 collections.

VII. INCOME REQUIREMENTS

1. Monthly household income should equal 2 times the stated monthly rent. (*Does not apply to Section 8 applicants.*)
2. A current paycheck stub will be required if we are unable to verify income over the phone.
3. Some form of verifiable income will be required for unemployed applicants.
4. Self-employed applicants are required to prove income through copies of the previous year's tax returns.
5. You will be denied if your source of income cannot be verified.
6. When an applicant is meeting all areas of criteria except in the area of income or employment, saving or bank accounts may be used. (6xs rent amount)
7. Additional roommates will not be required to meet income or employment requirement if existing tenant is in "good standing."
8. Six (6) months of continuous employment will be required. (Employment requirement will be satisfied by ongoing monthly payments such as, but not limited to VR Training, Vocational



Rehabilitation Payments, Pensions, SSI/SSD).



VIII. RENTAL REQUIREMENTS

1. Six-(6) months positive 3rd party rental history will be required. If 6 months 3rd party cannot be verified, you will be required to pay the full security deposit equal to one months rent.
2. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. Three-(3) years eviction free rental history will be required.
5. Rental history reflecting any outstanding damages or past due rent >\$100 will be denied. (An exception is made when payments are being made.)
6. Rental history demonstrating documented noise or disturbance complaints will be denied when the manager would not re-rent if 1-year positive rental history cannot be verified within the last year.

IX. REJECTION POLICY

If your application is rejected due to negative and adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
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 to submit a corrected credit check to the appropriate screening company.
5. Upon receipt of the corrected information your application will be reevaluated for the next available unit.

Be advised:

1. Incomplete, inaccurate or falsified information will be grounds for denial.
2. Any applicant currently using illegal drugs, and/or possessing illegal drugs shall be denied.
3. Any individual who may constitute a direct threat to the health and safety of any individual, or whose tenancy may pose a threat to the complex, or the property of others, will be denied.

If your application has been denied and you feel you qualify as a resident under the criteria above, you should do the following:

Write to: **Equal Housing Opportunity Manager, 8532 SW St Helens Drive, Suite 201, Wilsonville, Oregon 97070**. In the letter explain the reasons you believe your application should be approved and request a review of your file. Within 5 working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.



PROPERTY: _____

UNIT: _____

APPLICANT(S): _____

I have received a copy of Cascade Management, Inc.'s, Rental Criteria.

I understand that all applications are screened by Pacific Screening.

All applicants 18 and over must certify.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

