



## RESIDENT SCREENING AND SELECTION CRITERIA

### ***Occupancy Policy***

Gorge Rentals Property Management is an Equal Opportunity Housing Provider. We fully comply with State and Federal Fair Housing Laws and limit occupancy based on the number of bedrooms unit.

A bedroom is defined as a space that is primarily used for sleeping, with at least one window and closet space. Two persons are allowed per bedroom. Exceptions are made for children under the age of two. Children under the age of two are allowed as a third occupant when the child resides with the parent or other legal guardian.

### ***Application Process***

In order to be eligible for tenancy, all applicants must be pre-qualified through Gorge Rentals. This requires a complete tenant application, satisfactory credit, criminal background and public records check, and a \$35 non-refundable application and screening fee per applicant. **Application fees can be paid by credit card or money order only. Cash and personal checks are not accepted.**

Applicants will be notified of their eligibility within 5 working days of application receipt, provided complete and accurate information is given.

Once a rental unit is selected, you will be required to pay first month's rent, a refundable security deposit and a refundable pet deposit, if applicable. The security/pet deposits refunds are based on the condition of the property upon departure. **Move in costs must be paid by money order only. No personal checks are accepted.**

Applicants must be 18 years of age or older and be able to enter into a legal and binding contract. Positive photo identification will be required. Each person 18 years of age or older that will be residing in the unit is required to complete the application process.

Incomplete or false information will be grounds for denial.

### ***Rental History***

Landlords will be contacted to verify previous tenancy. One year previous rental history is required. Renting from a family member is not considered verifiable rental history.

### ***Income Requirements***

Monthly income should equal 3 times the stated monthly rent. If monthly income does not equal 3 times the stated monthly rent, tenancy may be offered with an additional month's rent, at the discretion of Gorge Rentals Property Management.

Verifiable income will be required for all unemployed applicants. (Verifiable income may include, but is not limited to, bank accounts, alimony/child support, trust accounts, social security, unemployment, and welfare). Self-employed applicants will be required to show proof of income through copies of previous year's tax returns.

Your application will be denied if your source of income cannot be verified.

### ***Credit Requirements***

A credit report will be run on all applicants. Good credit is required to be eligible for tenancy. Bankruptcies filed within 6 months from application date will be denied. Prior bankruptcies will be reviewed on a case-by-case basis.

If an application is denied based on poor credit history, the applicant can request a copy of his/her credit report.

### ***Criminal Convictions***

Upon receipt of the rental application and screening fee, a search shall be conducted of public records to determine whether any of the applicants have been convicted of any crime within the previous seven years. Convictions for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drug-related or weapons charges may be grounds for denial.

### ***Housing Assistance***

Gorge Rentals Property Management does work with HUD and other federally funded assistance programs. Please inquire for eligible properties.

**GORGE RENTALS PROPERTY MANAGEMENT**  
**RENTAL APPLICATION**

PLEASE COMPLETE THE ENTIRE RENTAL APPLICATION. INCOMPLETE APPLICATIONS MAY RESULT IN DENIAL OF TENANCY.

ALL PARTIES OVER 18 YEARS OF AGE INTENDING TO OCCUPY THE HOME MUST COMPLETE AN APPLICATION.

APPLICATIONS CAN BE MAILED OR BROUGHT TO THE OFFICE. **APPLICATION FEES OF \$35** PER APPLICANT MUST ACCOMPANY ALL APPLICATIONS TO BE CONSIDERED FOR TENANCY.

**APPLICATION FEES CAN BE PAID BY CREDIT CARD OR MONEY ORDER ONLY.**

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Rental Property Address: \_\_\_\_\_

Desired Move In Date: \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant #1 (full name): \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Email Address \_\_\_\_\_

**APPLICANT VEHICLE(S):**

Make/Model: \_\_\_\_\_ License Plate: \_\_\_\_\_ Year: \_\_\_\_\_

Make/Model: \_\_\_\_\_ License Plate: \_\_\_\_\_ Year: \_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY:**

**Current Employer:**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_ Still employed? (check one)  yes  no

**Previous Employer(s):**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer(s):**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**RESIDENCE HISTORY:**

Current Address: \_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**APPLICANT INCOME:**

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_

Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**APPLICANT CREDIT and FINANCIAL INFORMATION:**

**Bank and Financial Accounts**

Checking:

Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

Savings:

Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

Other (money market, etc)

Institution Name \_\_\_\_\_ Branch \_\_\_\_\_

**Credit Accounts**

Type \_\_\_\_\_ Creditor \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type \_\_\_\_\_ Creditor \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**Loans: (mortgage, student loan, car, etc.)**

Type \_\_\_\_\_ Creditor \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Type \_\_\_\_\_ Creditor \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**

Number of people to occupy the home: \_\_\_\_\_

Names and ages of children under 18 years of age: \_\_\_\_\_

Do you have pets?  yes  no If so, describe \_\_\_\_\_

Do you, or anyone in your household, smoke?  yes  no

Do you plan to have water filled furniture on the rental property?  yes  no

If yes, explain: \_\_\_\_\_

Have you ever been evicted?  yes  no

If yes, explain: \_\_\_\_\_

Have you ever been convicted of a felony?  yes  no

If yes, explain: \_\_\_\_\_

Have you ever filed for bankruptcy?  yes  no

If yes, explain: \_\_\_\_\_

**APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Known this reference how long? \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT INFORMATION:**

Contact in Emergency (Name): \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE