



# College Housing Screening Application

(to be completed by each adult applicant)

## APPLICANT INFORMATION

Applicant Name	Birth Date:	Phone #
Drivers Lic. #	Soc. Security #	
Email	Roommate(s)	

## CURRENT RESIDENCE

Address	City	State	Zip
Is this the address of a parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please complete the following Landlord Information:	If Yes: Name _____ Phone # _____		
Landlord Name	Landlord Phone # _____		
Landlord Address	City	State	Zip
Move-in Date	Rental Amount		

## PREVIOUS RESIDENCE

Address	City	State	Zip
Landlord Name	Landlord Phone # _____		
Landlord Address	City	State	Zip
Move-in Date	Move-out Date	Rental Amount	
Reason for Vacating:	List any roommates:		

## ADDITIONAL INFORMATION

Bank Name	Phone #
Checking Acct #	Savings Acct #
Have you ever been convicted or pled guilty or no contest to any felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes	Where: _____ When: _____
Have you ever been evicted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names of any minors to be living with you:	D.O.B.
1.	
2.	

I certify that the above information is correct and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I 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 is grounds for termination of tenancy.

Owner/Agent has charged a screening charge as set forth in the Criteria for Residency. Applicant screening entails the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, mode of living, and general reputation. The applicant has the right to request additional disclosures provided under Section 606(b) of the Fair Credit Reporting act. You may also request a written summary as noted in Section 609 (c) of that act. You have the right to dispute the accuracy of the information provided to Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

The screening service is Bemrose Consulting, 12655 SW Center St., Suite 540, Beaverton, OR 97005  
Phone: 503-419-6539 or 1-800-886-3365.

If the applicant is approved, applicants will have **48 hours** from the time of notification to either execute a rental agreement and make all deposits required or make a deposit to execute a rental agreement which will provide for the forfeiture of the deposit if applicants fail to execute the rental agreement. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed. Owner/Agent shall have no

liability to applicant until such a time as a rental agreement is signed by both parties. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

Good Faith Estimate: Approximate number of units available, or anticipated to be available, of the size, type, and location requested by the applicant: \_\_\_\_\_

Approximate number of applications previously accepted for those units: \_\_\_\_\_

Signed \_\_\_\_\_ (Applicant) Dated \_\_\_\_\_

Signed \_\_\_\_\_ (Agent for Owner) Dated \_\_\_\_\_

Picture Identification Verified (initials) \_\_\_\_\_ (Agent for Owner)



**EMERGENCY CONTACT**

Name	Relation		
Phone Number	Email		
Address	City	State	Zip

**EDUCATIONAL INSTITUTION**

Name of Institution
Current Class Standing/Type of Program

**RENTAL AGREEMENT**

Preferred Move-in Date:

We will try to find you an apartment as close to this date as possible. You may change your arrival date to a later date only once, but you may not change it to an earlier date due to a high volume of apartment turnover.

**LEASE TYPE**

- 12 Month Agreement:** Rental rate locked for 12 months, penalty in the form of 1 ½ month’s rent to break lease.
- 6 Month Agreement:** Rental rate locked for 6 months, penalty in the form of 1 ½ month’s rent to break lease.
- Month to Month Agreement:** Rent can be raised or lease terminated with a 30-day notice. No penalties if a 30 day notice is given.

**Assignment Requests**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Please identify your preferred housing building and apartment type in ranked order. We are only able to guarantee studios and one-bedrooms for Fall 2009. We do have a separate waitlist for 2-bedrooms, but these apartments are very limited. We will do our best to accommodate your top choices, but cannot guarantee placement in a particular building. If we are unable to place you in any of your top three choices, we will offer you the closest available option to your specified choice. Or, you may cancel and have your security deposit returned. Building options are as follows.

**Goose Hollow Plaza:** Completed in 1999, the Plaza offers contemporary living in one and two-bedroom apartments. We also offer a free shuttle that starts early in the morning to get you to and from Portland State University. Large bedrooms, internet access and exercise facilities make this a great location. Garage parking is available for \$60 a month (or street parking for \$35 per year through the city at portlandonline.com).

**Goose Hollow Tower:** Located next to Goose Hollow Plaza, the Tower is a sixteen-story tower structure with studio, one and two-bedroom apartments that offer breathtaking views of the city and mountains. Goose Hollow Tower is also equipped with internet access. Garage parking is available for \$60 per month (or street parking for \$35 per year through the city at portlandonline.com).

**Cambrian, Clay, Clifton House, Tiffany, Palladian:** These five buildings have limited availability due to the smaller size of the buildings. For more information, see the attached price sheet.

**PAYMENT AUTHORIZATION**

**Application Fee:** \$35.00 charged upon receipt of this application

**Security Deposit:** \$500 to \$1000 depending upon the results of the screening. We will call to inform you of your screening results and verify permission to charge the deposit. You will have 48 hours from the time of notification to verify permission to charge a security deposit or your application will be forfeit. This money will be refunded upon move-out, minus any damages existing within the apartment or unpaid balances.

*For Office Staff: Verbal Permission verified on this date: \_\_\_\_\_*

Credit Card Type (Visa and Mastercard only):

Credit Card Number:

V Code (last three numbers on signature plate):

Expiration Date:

Name on Account:

Signature:

Billing Address:

**Cancellation:** Once your screening application is approved and your security deposit is charged, your security deposit can only be refunded to you if you cancel the agreement at least fifteen (15) days prior to your move-in date. The application fee is non-refundable. A false statement by the Applicant on this CHNW Housing Application may result, at CHNW's discretion, in any rental agreement becoming null and void.

I have read all of the above information and agree to the terms of this application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent/Guardian (if applicant under 18)** \_\_\_\_\_

**Address/Phone # of Parent/Guardian (if applicant under 18)** \_\_\_\_\_

\_\_\_\_\_