

Application Packet

Crown Property Management, Inc

Drop off applications to:

357 Glen Creek Rd NW
Salem, OR 97304

Mail applications to:

P.O. Box 5790
Salem, OR 97304

You can also apply online at CrownPM.net

Management Use Only –

Received:

Date _____

Time _____

Payment Type _____

Initial _____

ID SSN

Income

Signatures (both pages)

Thank you for taking an application. Please make sure to completely read and fill in all sections, as incomplete or inaccurate applications may be denied. Applications are taken on a first come, first serve basis (must include application fee).

Please include \$45 per person over 18.
Each applicant must fill out a separate application.

Personal Information

Your name: _____

Phone Number: _____

Email: _____

Do you have any pets? Yes No Size/Type: _____

Have you seen the inside of the unit? Yes No

The address you are applying for: _____

Financial Information – Management Use Only

Monthly Rent: \$ _____ (Due by the 1st of each month)

Security Deposit: \$ _____ (Due within 24 hours of approval)

Additional Security Deposit w/Pet: \$ _____ \$ _____

Lease Term: 1 year 6 month Other _____

Move in Special: _____

Site: 357 Glen Creek Rd NW • Salem, OR 97304 • Mail: PO Box 5790 • Salem, OR 97304

Telephone (503) 485.2600 • Fax (503) 399.3988

info@crownpm.net • www.crownpm.net



Application Screening Criteria

Applicant Name _____

Date: _____ Phone Number(s): _____

I hereby acknowledge receipt of this disclosure. Signature: _____ Date: _____

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter. A valid explanation for any divergence from the requirements may be considered by the landlord if provided by the applicant(s). If necessary, provide additional information or explanations on a separate sheet of paper. Failure to meet the screening criteria may be grounds for (1) the denial of the application, or (2) the requirement of a co-signer who will also be required to meet the screening criteria, and/or (3) the requirement of an additional deposit.
Incomplete, inaccurate, illegible, or false information may be grounds for rejection or termination of the rental agreement upon discovery.

1) Application Process:

- Each applicant over 18 shall submit a complete application that is legible, verifiable and accurate.
- Each applicant shall provide 2 pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$45.00 per person (18 and over) shall be paid at the time application is submitted.
- **The screening fee is non-refundable, and must be submitted in the form of check or money order only.**
- The Landlord utilizes a tenant screening service to verify information, obtains credit reports to verify financial information and obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from a tenant screening service or a consumer credit reporting agency, the applicant shall be notified in writing at the time of the denial. The name and address of the agency will be provided to allow the applicant to obtain a copy of the reports and correct any incorrect information.

2) Source and amount of income: Total income shall be at least 3 times the monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:

- If employed, copies of at least 2 pay stubs or an employer statement of earnings.
- If self-employed, copies of last tax return.
- If other income, copies of assistance checks, retirement investment reports, or other financial data that can prove source, amount, frequency, and duration of income.

3) Income and Debts: If the applicant(s) have monthly credit card or installment payments, the landlord reserves the right to require that the total income be higher than the above stated requirement. Landlord requires proof of a current payment plan for any past due utilities.

4) Housing References: The applicant shall provide information necessary to verify rental or home ownership history. We may request up to 5 years. Information obtained from those related by blood or marriage may require a co-signer or an additional security deposit.

5) Insurance: Tenants are required to show proof of a \$100,000 insurance policy before move in. Crown Property Management must be listed as an "Interested Party" on insurance policy. Tenants whose household income is 50% or less of the area median income (adjusted for family size as measured up to a five-person family) are not required to provide renter's insurance.

6) Limitations:

- Number of vehicles allowed may vary per property.
- This unit is a non-smoking unit.
- It is at the discretion of Crown Property Management, Inc. to allow pets. Contact us for details.
(All information is deemed reliable but not guaranteed. Please verify information prior to applying for unit.)

Service animals or modifications to the unit necessary to assist those with disabilities will be allowed (at tenant's expense) with a medical certificate of need.

7) Arrests and convictions: Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

8) Demeanor and behavior: The demeanor and behavior of applicants during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

9) Other Requirements:

Applicant acknowledges that the landlord and/or agents are relying on the statements made by Applicant. Applicant represents and warrants that any and all information and statements made on their application are true and correct to the best of the applicant's knowledge. Applicant acknowledges that any information found to be false, incomplete or inaccurate will result in the denial of the applicant and/or subsequent termination of tenancy. Experian, Appfolio, and/or Landlord (Crown Property Management, Inc.) is hereby authorized to obtain applicant's consumer report information, including but not limited to credit and/or criminal history and verify any references in connection with the processing of this application.

Owner/Agent Name: Crown Property Management, Inc Mailing Address: P.O. Box 5790, Salem, OR 97304

Phone: 503-485-2600 Address: 357 Glen Creek Rd. NW #37, Salem, OR 97304

Rental Application

Crown Property Management, Inc.
Phone: 503-485-2600 Fax: 503-399-3988

Crown Property Management, Inc.
357 Glen Creek Rd. NW
P.O. Box 5790
Salem, OR 97304

Applicant Screening Charge: \$45.00 per adult 18 and over

Application Information – A SEPARATE APPLICATION NEEDS TO BE COMPLETED BY EACH ADULT APPLICANT.

Unit Name & Number _____ Requested move in date _____

Applicant Applying with _____ Co-Signer for _____

Name _____
Last First Middle

List any other names you have used _____ Phone # _____

Email _____ Date of Birth _____ Soc. Sec. # _____

Driver's License # _____ State of Issue _____

Residence History

Current Address _____ City _____ State _____ Zip _____

Reason for moving? _____ Own Rent Move in date _____ Monthly Payment _____

Landlord/ Management Co. _____ Complex Name _____ Phone # _____

Previous Address _____ City _____ State _____ Zip _____

Reason for moving? _____ Own Rent Move in date _____ Move out date _____

Landlord/ Management Co. _____ Complex Name _____ Phone # _____

Employment History*

Current Employer _____

Address _____ City _____ State _____ Zip _____

Start _____ End _____ Phone # _____

Position _____ Supervisor _____

Monthly wage/ Hourly rate _____ #Hrs. Per Week _____ Pay schedule _____

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Start _____ End _____ Phone # _____

Position _____ Supervisor _____

Monthly wage/ Hourly rate _____ #Hrs. per week _____ Pay schedule _____

*Please explain any additional income information on the back page of the application.

Additional Information

Has the applicant on this application ever been evicted? Yes No Has the applicant on this application been convicted of any felony or misdemeanor? Yes No

Have you ever filed for Bankruptcy? Yes No If yes, please list date(s): _____

Do you have Renter's Insurance? Yes No Are you or anyone who will be residing in the unit be required to register as a Sex Offender? Yes No

Do you have a waterbed? Yes No Do you have an aquarium? Yes No Do you smoke? Yes No Do you have a musical instrument? Yes No

List names & date of birth for all other occupants

Name _____ DOB _____ Name _____ DOB _____

Name _____ DOB _____ Name _____ DOB _____

Applicant acknowledges that landlord and/or agents are relying on the statements made above. Applicant represents and warrants that any and all information and statements made on this application are true and correct to the best of applicant's knowledge. Applicant acknowledges that any information found to be false, incomplete or inaccurate will result in the denial of the application and/or subsequent termination of tenancy. The applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service or credit reporting agency. 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. Experian, AppFolio, Advanced Reporting and/or Landlord (Crown Property Management, Inc.) is hereby authorized to obtain applicant's consumer report information, including but not limited to credit and/or criminal history and verify any references in connection with the processing of this application.

Applicant Signature _____ Date _____

Application Reviewed by: _____ Applicant I.D. Verified by: _____