



Willamette Management Services
 1885 SE 16th St. Salem, OR 97302
 Mailing: PO Box 748 Salem, OR 97308
 Phone: 503.363.8894
 Fax: 503.363.1791
 Toll Free: 888.838.6645

Gall Real Estate
 Services, LLC

RENTAL APPLICATION

(To be completed by each ADULT APPLICANT)

FOR OFFICE USE ONLY
 Verified Drivers License or State I.D. FULL REPORT CREDIT PLUS EVICTION
 Yes No Co-signer W/ Current Tenant
 APPROVED NOT APPROVED DATE _____ Time Application Received: _____

COMPLEX/UNIT ADDRESS		CONTACT	TELEPHONE
MOVE IN DATE	MONTHLY RENT \$	LEASE	REFERRED BY

APPLICANT INFORMATION

APPLICANT Last Name	First	Middle	D.O.B	SOCIAL SECURITY#	DRIVERS LICENSE #/ STATE
HOME PHONE	WORK PHONE	CELL PHONE	E-MAIL		
# OF ROOMMATES/ NAME(S)					

CURRENT RESIDENCE

Address	Apt#	City	State	Zip	RENT <input type="checkbox"/> OWN <input type="checkbox"/>	MOVE IN MOVE OUT	MONTHLY RENT \$	TELEPHONE
LANDLORD/MORTGAGE CO NAME					PHONE		FAX	
HAVE YOU GIVEN LEGAL NOTICE AT YOUR CURRENT RESIDENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>								
REASON FOR VACATING								
CURRENT ROOMMATES								

PREVIOUS RESIDENCE

Address	Apt#	City	State	Zip	RENT <input type="checkbox"/> OWN <input type="checkbox"/>	MOVE IN MOVE OUT	MONTHLY RENT \$	TELEPHONE
LANDLORD/MORTGAGE CO NAME					PHONE		FAX	
HAVE YOU GIVEN LEGAL NOTICE AT YOUR CURRENT RESIDENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>								
REASON FOR VACATING								
ROOMMATES								

EMPLOYMENT

APPLICANT CURRENT EMPLOYER	POSITION	TELEPHONE	SUPERVISOR NAME	MO. SALARY \$	DATE OF HIRE MO/YR
APPLICANT PREVIOUS EMPLOYER	POSITION	TELEPHONE	SUPERVISOR NAME	MO. SALARY \$	FROM/TO
ADDITIONAL INCOME: \$(List any income to be included for qualification)			SOURCE:	PHONE:	

ADDITIONAL OCCUPANTS (Please list all occupants, other than those over the age of 18 required to apply through separate application)

Name	DOB	RELATIONSHIP

ADDITIONAL INFORMATION

APPLICANT BANK NAME	BRANCH	ADDRESS	TELEPHONE
WILL YOU BE MOVING IN ANY OF THE FOLLOWING ITEMS? <i>(Please mark all that apply)</i> WATERBED <input type="checkbox"/> AQUARIUM <input type="checkbox"/> PIANO <input type="checkbox"/>		DO YOU HAVE RENTERS INSURANCE? Yes <input type="checkbox"/> No <input type="checkbox"/> CARRIER: _____ POLICY # _____	TYPE & SIZE OF PET (S): _____
HAVE YOU OR ANY PERSON WHO WILL LIVE IN THE UNIT EVER BEEN CONVICTED, PLEAD GUILTY, NO-CONTEST OR HAVE PENDING CHARGES TO ANY FELONY OR MISDEMEANOR? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please provide more information, describe offense & mo/yr of offense)			
HAVE YOU EVER BEEN EVICTED? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, when)		HAVE YOU RENTED OUT-SIDE THE STATE OF OREGON? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, list other states)	HAVE YOU RENTED UNDER A NAME OTHER THAN LISTED ABOVE? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes, list all other names, i.e. maiden name)
EMERGENCY CONTACT NAME			RELATIONSHIP
ADDRESS			TELEPHONE

I certify that the above information is correct and complete and hereby authorize Gall Real Estate Services, LLC dba/Willamette Management Services, to do a credit check and make inquiries they 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 of **\$45.00**. Applicant screening entails the checking of the applicant's credit, rental history, employment history, public records and other criteria for residency. 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. The screening service is Pacific Screening Inc., PO Box 25582, Portland, OR 97298 (503) 297-1941. If the applicant is approved, applicants will have 72 hours from the time of notification to either execute a rental agreement and make all deposits required there under 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 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.

Applicant Name (Please print)

Applicant Signature

Date

Gall Real Estate Services, LLC
dba/Willamette Management Services

Date

TENANT SCREENING CRITERIA

Applicant Application Responsibilities:

- 1.) Each applicant 18 years of age or older must submit a completed application with \$45 fee per application for the desired unit.
- 2.) All applicants must supply verification of income. *Acceptable income verification shall be in the form of pay stub for a period of 30 days, tax return, W2 Income and Wage Statement, Form 1099 or 1098. Applicants relocating from other areas may provide offer letter with stated income, letter must be on company letterhead, and income statements provided in this matter will be verified by our staff through the contact information provided on letterhead*
- 3.) Copies of all housing, utility or other approved assistance information must be provided by tenant.

It is the applicant's responsibility to provide all of the above information at the time application is submitted. Applications without all of the above information will be considered incomplete and will not be accepted, this includes multiple applications for roommate situations, and all completed applications must be submitted at the same time to be processed.

Application Screening Criteria

- 1.) Applicant must have a social security number except in the case of a person or persons entering the United States that does not intend to work or individuals whose passport visas restrict application for a social security card. Passports or appropriate work visas will be required as a form of identification.
- 2.) All persons living in the unit over the age of 18 must be responsible parties on the lease. All responsible parties on the lease must have submitted an application for processing and approval.
- 3.) Current and previous rental history will be verified for all applications.

Employment

Employment must be local, verifiable, and with a gross income level of three (3) times the monthly rent. Self employment can be verified through previous year's tax records. Applicant may still qualify if he/she is not employed but has verifiable income from other sources such as social security, pension, trust fund, alimony or child support, financial Aid or funds in the bank sufficient to pay the entire lease term.

Credit

Credit is acceptable when the applicant has no credit history or all accounts are paid as agreed for a period of two (2) years.

Bankruptcy within the past five years will be considered negative credit if items included in the bankruptcy indicate a pattern of irresponsible financial management, i.e. numerous small amounts to various credit cards and department stores will result in a marginal credit rating. *Bankruptcy initiated due to the burdens of extensive medical bills will not be considered negative credit.* Bankruptcy including a residence will result in a marginal credit rating unless the loss of residence is due to medical reasons. Verification of items included in the bankruptcy may be required. Negative credit subsequent to, or not included in the bankruptcy proceedings will be considered when qualifying an applicant.

Marginal Applications

The decision to call an owner for approval is at the sole discretion of the property manager and will be based on the overall quality of the application. Each owner will have a different concept as to what should be approved. WMS is unable to answer, in advance, as to whether a particular owner will approve certain situations. We will not call an owner for approval until an application is in hand and processed.

Failure to meet more than one of the above criteria will result in denial of application. If applicant(s) fail to meet only one (1) of the above rental requirements a co-signer/ guarantor will be considered if they meet the co-signer criteria as outlined below and/or additional deposit may be required.

Automatic Denials

- 1.) Fraudulent, incomplete, inaccurate or falsified information provided on application.
- 2.) Collection accounts for utility debt (water, sewer, electric, gas, garbage). Receipt of payment can be provided if debt is resolved.
- 3.) No applicant (occupant) may have received deferred adjudication for, or have been convicted of, a person to person felony of any kind. No applicant (occupant) may have received deferred adjudication for, or been convicted of a misdemeanor of a violent crime against persons within the previous ten years. No applicant (occupant) may have been convicted of, or received deferred adjudication for a misdemeanor of a property, assault/battery, drug possession, a misdemeanor of a sexual nature, or a weapons nature within the previous three (3) years.
- 4.) Applicant is currently delinquent with rental payment.
- 5.) Applicant has been evicted in the last Five (5) years.
- 6.) Applicant has paid rent late three (3) or more times in the last twelve (12) month period or two (2) or more times in a six (6) month period.
- 7.) Applicant has left a previous residence with an outstanding balance for rent and/or damages.
- 8.) Applicant was asked to vacate a previous residence because of a lease violation.

Cosigner/Additional Information

Cosigner applicants must meet the same criteria as the applicant except that income level must qualify them to pay his/her rent as well as that of the applicant. Roommates may not be guarantors. If one roommate is denied, the other roommate's application is cancelled. If one roommate is marginal, and requires a double deposit or guarantor, both applications will be processed completely and options offered the marginal roommate for approval. An approval code or completed report on the qualifying roommate would not be returned to the property until the marginal roommate has paid the extra deposit or obtained an approved guarantor. Marginal Actions may be approved with a guarantor or double deposit if only one category is marginal. The applicant may be required to pay double the regular deposit requirement. Double deposits must be paid by Cashier's Check or Money Order.



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1885 16th Street SE
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www.WMSrentals.com

SECURITY DEPOSITS

***Deposits are refundable**

(However designated, all deposits may be used to offset any damages as stated in the rental agreement)

STANDARD SECURITY DEPOSITS ARE TYPICALLY EQUAL TO ONE MONTH'S RENT**

ADDITIONAL SECURITY DEPOSITS:

CAT	\$250.00	Per Cat
DOG (Less than 25lbs)	\$300.00	Per Dog
DOG (Over 25lbs)	\$500.00	Per Dog

All Apartments, Condo's or Single Family residences leased through Willamette Management Services have a two (2) pet maximum limit.

Not every property accepts pets. Each property may be subject to pet size/type regulations depending on H.O.A rules and regulations and/or owner preference.

All other animals will be considered, however, they must be approved by the property manager prior to move in.

***When each tenant moves out, WMS has the carpets professionally cleaned at the tenant's expense.**

****Some exceptions may apply**

