



P.O. Box 574, West Linn OR 97068
1584 Holly St., West Linn, Oregon 97068
503-635-0099 / FAX 503-635-0964

For a **COMPLETE** application we require from each person 18 years of age or older:

A completed, signed application form
Income verification (pay stubs, etc...)
A copy of a government issued ID
Our application fee of \$50 per application

If you have a pet that will be living in the home, we will also need a picture of your pet and a statement from your vet identifying the breed and expected mature weight of the animal.

If multiple applicants will be residing at the property, all applications and fees must be received together and complete in order to be considered.

Performance Properties Inc. does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Our Application Process

If multiple applicants will be residing at the property, all individuals must complete individual applications. All applications and fees must be received together and applications must be complete in order to be considered. The first completed application received will be processed and if approved, all secondary (back-up) applications will be returned at your request along with the unprocessed screening fee(s).

Please review our list of criteria. Applicant must be able to enter a legal and binding contract. In the event the property is being leased sight unseen, it is understood no promises, written or verbal have been made and the property is being accepted as-is. Be prepared to wait 48-72 business hours for the information on your application to be verified. The security deposit required will be that of the least qualified applicant. The denial of one applicant will result in the denial of the entire application. Any individual who may constitute a direct threat to the health or safety of an individual, the complex, the neighborhood or the property of others will be denied.

In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have a minimum monthly income of five times the stated rent and live within the State of Oregon and have no unpaid delinquent accounts.

Applicant Screening Criteria

Rental History: It is your responsibility to provide us with complete and accurate information necessary to allow us to contact your current and previous landlord. We reserve the right to deny your application if after 48 hours, we are unable to verify your rental history.

One year of verifiable rental or mortgage history is required within the last 2 years. Rental history prior to 2 years from date of application will not be considered current and will require a higher deposit.

Rental history demonstrating residency, but not third party rental history will require a higher security deposit.

Rental history reflecting past due rent or an outstanding balance will result in denial of application. If a landlord gives a negative reference or refuses to give a reference the application will be denied.

Three or more 72hr or NSF notices within a 12 month period will result in denial of the application.

An eviction within the last 5 years will result in denial of the application.

A verified paid property debt will require an additional deposit equal to one month's rent

Mortgages currently reflecting a past due balance will require an additional deposit equal to one month's rent. Mortgages with a past due balance of more than \$7500.00 will result in denial of the application.

Credit Check: A credit history showing no negative reports is required. A negative report is considered any non-medical item 30 days past due or greater, collections, repossessions, liens, judgments, or garnishments. Negative credit will result in additional requirements with the following guidelines:

A credit file containing 1-3 past due accounts will require an additional deposit equal to 50% of one month's rent

A credit file containing 4-6 past due accounts will require an additional deposit equal to one month's rent

A credit file containing 7 or more past due accounts or a balance of \$7500.00 or more past due will result in denial of the application

A discharged bankruptcy will require an additional deposit equal to one month's rent

A discharged bankruptcy followed by past due accounts will result in denial of the application

An open bankruptcy will result in denial of the application

Double deficiencies will result in the requirement of both a co-signer and additional deposit.

Sufficient income/resources:

All applicants must have a gross income equaling or exceeding three times the monthly rent

Gross income must be verifiable through employer contact, 2 current consecutive paystubs, or current offer letter

Self-employed applicants will be required to show proof of income through copies of the last two consecutive year's tax returns or 1099's

Liquid assets equal to two times the total annual rent will be required for unemployed applicants

Applications will result in denial if the legal source of income cannot be verified

Income not totaling three times the monthly rent will require a qualified co-signer

Criminal Conviction Criteria: Upon receipt of the rental applications and screening fee, Owner/Agent 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 conviction, guilty plea or no-contest plea for any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child crimes, extensive property damage or drug related offences (sale, manufacture, delivery, possession with intent to sell) Class A burglary or class A/felony robbery; or

A conviction, guilty plea or no-contest plea, where disposition, release or parole have occurred within the last seven years for: any other felony charges; or

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, manufacture, delivery, possession with intent to sell) property damage or weapons charges; or

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 B or C misdemeanor in the above categories or those involving criminal trespass 1, theft, dishonesty, prostitution

All the above shall be grounds for denial of the rental application. Pending charges or outstanding warrants for any of the above will result in suspension of the application process until 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.

DENIAL POLICY

If your application is denied and you feel you qualify as a resident under the criteria stated above, you should write to our: Equal Housing Opportunity Manager. PO Box 574 West Linn, OR 97068. Explain the reasons you believe your application should be reevaluated and request a review. Your application will be reviewed within seven working days from the date the letter is received and you will be notified of the outcome. If your application was denied due to negative or adverse credit please contact the credit reporting agency listed on the denial letter in order to identify who is reporting unfavorable information and request a correction if the information being reported is incorrect.

DISABLED ACCESSIBILITY STATEMENT

Performance Property Inc. allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises (per fair housing guidelines) at their own expense to the pre-modified condition. We require:

The applicant to seek the landlord's approval before making modifications.

Reasonable assurances that the work will be performed in a workmanlike manner.

Reasonable details regarding the extent of the work to be done.

Names of the qualified contractors that will be used.

Appropriate building permits and the required licenses must be available for inspection by the landlord.

A deposit for the restoration may be required.

All properties are SMOKE & GROW FREE. All properties are subject to pet restrictions on a property by property basis. Pets will be subject to size, age, and breed restrictions as allowed by law. Additional security deposits will be charged with pet approval as allowed by law. Minimum \$500 per dog / \$250 per cat / \$100 per caged animal. No ferrets or exotic animals will be permitted.

A photo of your animal(s) is required

A statement from your vet identifying the breed(s) and expected mature weight of the animal(s) is required

No more than 2 animals will be accepted

No animal(s) exceeding 75lbs. in weight will be accepted

Dogs must be a minimum of 12 months old

The following dog breeds are not permitted and apply to both purebred and mixed breed dogs: Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, Great Danes, Presa Canarios, Akitas, Wolf-hybrids, Charpaes, Mastiffs, St. Bernards

You will be denied rental if you misrepresent any information on your application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.



APPLICATION FOR RENTAL

Performance Properties, Inc.

Physical Address: 1584 Holly St., West Linn, Or. 97068

Mailing Address: P.O. Box 574, West Linn, Or. 97068

Phone: 503-635-0099 **Fax:** 503-635-0964

www.ppirentals.com

[Email: Info@ppirentals.com](mailto:Info@ppirentals.com)

Property Address Applying for:	Desired Move-In Date:
Information provided may be made available to other services or agencies for verification either during application or if approved, during occupancy. By completing and submitting this application, applicant(s) does not acquire any rights in any rental unit. Should applicant be approved, the applicant(s) is required within (1) one business day to pay the non-refundable reservation fee equal to or greater than ½ of the monthly rent amount to hold the property for no more than two (2) weeks from the date this application is received by Performance Properties, Inc. As of this date the management company will decline all other applications and will remove the property from advertising. All properties are non-smoking.	
Applicant checklist:	
<input type="checkbox"/> Signed & completed application	<input type="checkbox"/> Application fee \$50.00
<input type="checkbox"/> 2 current consecutive paystubs or proof of income	<input type="checkbox"/> Copy of photo I.D.
<input type="checkbox"/> Veterinarian letter	<input type="checkbox"/> Photo of animal
Application Receipt:	
Date received: _____	Time received: _____
Appl. Fee paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other <input type="checkbox"/>	
Application rcvd. By: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Office <input type="checkbox"/> Showing	
Personal Information	
Name: _____	Other Names Used (Maiden etc...): _____
Date of Birth: _____	Social Security #: _____
Driver's License#: _____	State Issued: _____
Phone#: _____	Work#: _____
Other States Lived In: _____	
Email Address: _____	
Residence History	
Current Address: _____	City: _____
State: _____	Zip: _____
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly Payment: \$ _____
Move-In Date: _____	Move-Out Date: _____
Landlord / Mortgage Company: _____	Phone#: _____
Fax #: _____	
Did you give 30-day notice: <input type="checkbox"/> Y <input type="checkbox"/> N	Asked to vacate / being evicted? <input type="checkbox"/> Y <input type="checkbox"/> N
In Foreclosure? <input type="checkbox"/> Y <input type="checkbox"/> N	
Why are you vacating: _____	
Residence History	
Previous Address: _____	City: _____
State: _____	Zip: _____
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly Payment: \$ _____
Move-In Date: _____	Move-Out Date: _____
Landlord / Mortgage Company: _____	Phone#: _____
Fax #: _____	
Did you give a 30-day notice: <input type="checkbox"/> Y <input type="checkbox"/> N	Asked to vacate / was evicted? <input type="checkbox"/> Y <input type="checkbox"/> N
In Foreclosure? <input type="checkbox"/> Y <input type="checkbox"/> N	
Why did you vacate: _____	
Residence History - if less than 5 years complete third reference - Attach additional page if needed	
Previous Address: _____	City: _____
State: _____	Zip: _____
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly Payment: _____
Move-In Date: _____	Move-Out Date: _____
Landlord / Mortgage Company: _____	Phone#: _____
Fax #: _____	
Did you give a 30-day notice: <input type="checkbox"/> Y <input type="checkbox"/> N	Asked to vacate / was evicted? <input type="checkbox"/> Y <input type="checkbox"/> N
In Foreclosure? <input type="checkbox"/> Y <input type="checkbox"/> N	
Why did you vacate: _____	
Current Income Description	
Current Employer Name: _____	Position: _____
<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Hire Date: _____
Gross monthly Wage: \$ _____	
Supervisors Name: _____	Position: _____
Phone #: _____	
Other Verifiable Income Per Month: \$ _____	Source: _____

Previous Income Description					
Previous Employer Name:			Position:		
<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Hire Date:		End Date:		Gross monthly Wage: \$
Supervisors Name:			Position:		Phone #:
Emergency Contact					
Emergency Contact:			Phone #:	Address:	
Emergency Contact:			Phone #:	Address:	
Vehicle Information- Attach additional page if needed					
Vehicle Make:	Model:	Color:	Year:	Plate:	State:
Vehicle Make:	Model:	Color:	Year:	Plate:	State:
Vehicle Make:	Model:	Color:	Year:	Plate:	State:
Members of Household - List all persons to occupy home					
Name:		DOB:		Name:	
Name:		DOB:		Name:	
Name:		DOB:		Name:	
Banking Information					
Bank Name:			Checking Acct. #:		Saving Acct. #:
PETS- Dogs will require letter from your veterinarian – list all animals to occupy home					
# of household animals	Type:	Breed:	Age:	Weight:	
	Type:	Breed:	Age:	Weight:	
Has animal(s) ever injured anyone? <input type="checkbox"/> Y <input type="checkbox"/> N			Has animal(s) ever caused damage to property? <input type="checkbox"/> Y <input type="checkbox"/> N		
If Yes which animal?			When?		
Additional Information					
Have you ever been convicted of a Felony or Misdemeanor or have charges pending? <input type="checkbox"/> Y <input type="checkbox"/> N					
For What?	When?	Where?			How Many Charges?
Have you ever filed bankruptcy? <input type="checkbox"/> Y <input type="checkbox"/> N		When?	What State?	Discharged? <input type="checkbox"/> Y <input type="checkbox"/> N	
Are you a participant in the Medical Marijuana Program? <input type="checkbox"/> Y <input type="checkbox"/> N			Grower? <input type="checkbox"/> Y <input type="checkbox"/> N	Consumer? <input type="checkbox"/> Y <input type="checkbox"/> N	
If Yes as a grower, for how many people?					
<p>The property managers stated above are hereby authorized to communicate with the prospective landlord or property manager for the purpose of discussing any and all of the facts and circumstances of the applicant's current or former tenancy. There are no limitations or restrictions regarding what may be discussed or revealed to the prospective property manager. The applicant hereby holds the above named parties and Performance Properties, Inc. free and harmless of any liability for providing written or verbal information and/or discussing the quality of the applicant's tenancy with the prospective landlord or property manager. The applicant represents that statements made above are true and correct and hereby-authorized verification of references, statements, and employment history herein including but not limited to the obtaining of a credit/criminal report and agrees to furnish credit references on request.</p>					
Signature					
Applicant Signature:			Print Name:		

Fee disclosure as required by Oregon Landlord Tenant law:	
Early Lease termination Fee	1.5 times monthly rent
Late Rent Payment Fee	10% of monthly rent
Dishonored Check Fee	\$40
Smoke/Carbon Monoxide Detector Tampering Fee	\$250
Eviction Fee	\$225
Non-compliance fees	2 nd \$50, 3 rd \$50 plus 5% of rent reoccurring in 1-year
Tenant requested lease change fee	\$100