

Please submit the following with your application:
Picture I.D., Social Security Card and Proof of Income



CTL MANAGEMENT, INC.
Committed to Excellence

APPLICATION TO RENT

Application ____ of ____

STATEMENT OF POLICY: CTL Management, Inc. provides rental housing to qualified residents without regards to race, color, sex, disability, familial status or national origin. All housing is provided within the guidelines established by federal, state, and local laws regulating the multifamily housing industry.

Community Name: _____ Date: _____ Marketing Source: _____

Address: _____ Apt. No. _____

Visual proof of photo ID: _____ S.S. No.: _____ - _____ - _____ Rent: _____ Move-in Date: _____
(INITIAL)

Comments: _____

Thank you for showing an interest in our community. Help us speed your application by giving this information completely and accurately. PLEASE PRINT.

Applicant Name: _____ Date of Birth: _____

Driver's License No.: _____ State: _____

Names and dates of birth of occupants (other than Applicant): _____

Present Address: _____ Phone: (____) _____
STREET CITY, STATE ZIP

Apartment Name or Landlord: _____ Phone: (____) _____
(IF YOU OWNED PROPERTY, PLEASE INDICATE FINANCE COMPANY)

Dates of Occupancy: _____ To _____ Monthly Rent or Payment \$ _____
(MONTH, YEAR) (MONTH, YEAR)

E-mail Address: _____ Daytime Phone: (____) _____

Previous Address: _____ Phone: (____) _____
STREET CITY, STATE ZIP

Apartment Name or Landlord: _____ Phone: (____) _____
(IF YOU OWNED PROPERTY, PLEASE INDICATE FINANCE COMPANY)

Dates of Occupancy: _____ To _____ Monthly Rent or Payment \$ _____
(MONTH, YEAR) (MONTH, YEAR)

Have you ever been evicted? Yes No Has your landlord given you legal notice where you now live? Yes No
Have you ever been convicted of (or do you have an open/pending case concerning) a felony or misdemeanor involving theft, dishonesty, assault, intimidation, drug-related, sexual or weapons charge? Yes No (Any questions left unanswered will be considered a "no" response).

Present Employer: _____ Position: _____

Employer's Address: _____ Phone: (____) _____ Net Mo. Income: _____
STREET CITY, STATE ZIP

Supervisor: _____ Employed Since: _____

Previous Employer: _____ Position: _____

Employer's Address: _____ Phone: (____) _____ Net Mo. Income: _____
STREET CITY, STATE ZIP

Supervisor: _____ Employed from: _____ to _____

Other Income: _____ Source: _____

Total Number of cars: _____ Year/Make/Color of Auto: _____ Tag No. & State: _____

Year/Make/Color of Auto: _____ Tag No. & State: _____

Waterbed? Y N Musical Instrument? Y N Aquarium? Y N

Pet? Y N Pet Type/Weight: _____/_____ Do you have renters insurance? Y N

Emergency Contact: _____ Relationship: _____

Address: _____ Phone: (____) _____
STREET CITY, STATE ZIP

ALL RENTS ARE DUE AND PAYABLE ON THE FIRST OF EACH MONTH IN ADVANCE FOR THE FULL MONTH.

APPLICANT SCREENING CHARGE RECEIPT: I (We) understand CTL's Rental Screening Criteria, and agree to have CTL Management, Inc. retain \$ _____ as a non-refundable payment for the Applicant Screening Charge. Owner/Agent has charged a screening charge as set forth above. Landlord may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606§1681d(b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the 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 name and address of the screening company or credit agency is **Background Investigations, P O Box 2228, Lake Oswego, OR 97035 (800) 955-1356 (Oregon & Washington), and UD Registry, Inc., P O Box 9140, Van Nuys, CA 91409 (818) 785-3905 (California).**

OR only: All monies received prior to signing your rental agreement will be handled in accordance with ORS 90.295. If the application is approved, applicant will have 24 hours from the time of notification to either execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute a deposit reservation receipt which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. 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.

CAWA only: A deposit of \$ _____ has been received in addition to the Applicant Screening Charge to hold said apartment. Should your application be denied, all monies except the Applicant Screening Charge will be returned. Should you be accepted and fail to move in, all monies will be retained by CTL Management, Inc.

(SEE ALSO: _____)

Applicant hereby certifies that the information above is true and correct and hereby authorizes landlord/agent to do a credit check and make any inquiries deemed necessary to evaluate the application for tenancy and credit standing. Applicant understands and accepts that any information provided that is incomplete, inaccurate, or falsified is grounds for denial of the application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.

APPLICANT SIGNATURE: _____ DATE: _____

CTL REPRESENTATIVE SIGNATURE: _____ DATE: _____

CTL MANAGEMENT, INC.
RENTAL SCREENING CRITERIA

CTL Management, Inc. provides rental housing to qualified residents without regard to race, color, religion, sex, handicap, familiar status or national origin. All housing is provided within the guidelines established by federal, state and local laws regulating the multifamily housing industry.

I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping with at least one window and a closet space for clothing.
2. Occupancy of the unit shall not exceed two people per bedroom.

II. APPLICATION PROCESS

1. Review the Rental Screening Criteria.
2. Select your rental unit.
3. Complete the application on the designated form.
4. Pay the applicable non-refundable applicant-screening fee.
5. Receive a copy of the Applicant Screening Disclosure (OR/WA) Offer to rent (CA).
6. Be prepared to wait one business day for the application verification process.
7. If the application is approved, you will be required to pay the required deposit and sign a Reservation Receipt (OR)/Welcome Letter (CA/WA) or a Residential Rental Agreement within 48 hours, in which you will agree to abide by all rules and regulation of the rental unit or community and pay the required deposits, fees and other applicable monies.

III. GENERAL REQUIREMENTS

1. Positive identification with a picture will be required.
2. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. (Incomplete application will be returned to the applicant.)
3. Primary applicants must be eighteen (18) years of age or older.

IV. INCOME REQUIREMENTS

1. Net monthly income should be equal to three (3) times the stated monthly rent.
2. A current paycheck stub will be required if we are unable to verify income over the phone.
3. A verifiable form of six (6) months current continuous income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: bank accounts, alimony/child support, trust accounts, Social Security, unemployment, welfare, grants/loans.)
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
5. If applicant has been employed for less than six (6) months a confirmation statement from employer verifying employment will be required.

V. RENTAL REQUIREMENTS

1. One (1) year of verifiable rental history from third party landlord is required.
2. Home ownership will be verified through the county tax assessor's office, Mortgage payments must be current to reflect positive rental history.
3. Home ownership negotiated through a land sales contract must be verified through the contract holder.
4. Eviction free rental history.
5. A co-signer may be required when rental history does not meet the stated Rental Screening Criteria, however residency can be verified with student housing or military housing. Co-signer must meet screening criteria.
6. Unfavorable information obtained from prior landlords may result in denial of application. Unfavorable information includes but is not limited to: 1). Rental history of delinquent payments; 2). History of non-payment or rent; 3). History of violating rental agreements.
7. Failure to provide correct verifiable references shall result in denial of application.

VI. CREDIT REQUIREMENTS.

1. Favorable credit will be required.
2. A credit report is requested for all applicants. This report is reviewed by weighing current accounts, delinquent accounts, collection accounts and outstanding balances.
3. Any recorded judgments or delinquencies pertaining to payment of rent shall result in denial of application.
4. Debt to income ration in excess of 30% shall result in denial of application.

VII. CRIMINAL CONVICTION POLICY

1. Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the applicant or any person living with applicant has been convicted, or plead guilty or no contest to any crime. A conviction, guilty plea or no contest plea for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drug-related, sexual related or weapons charges shall be grounds for denial of the rental application. Applications with open/pending cases will be suspended until the final outcome of the case.

VII. DENIAL POLICY

If your application is denied due to unfavorable information received on your background investigation, you may:

1. Contact the company that supplied the information to discuss your application.
 2. Contact the credit-reporting agency to identify that is reporting unfavorable information.
 3. Correct any incorrect information through the credit-reporting agency as per their policy.
 4. Request the credit-reporting agency to submit a corrected credit check to the appropriate Screening Company.
 5. Upon receipt of corrected and satisfactory information, your application will be reevaluated for the next available unit.
- Be Advised:
- a) Incomplete, inaccurate or falsified information will be grounds for denial.
 - b) Any applicant currently using illegal drugs or reporting a conviction, guilty pleas, or no contest plea by any court of competent jurisdiction for the illegal manufacture or distribution of a controlled substance shall be denied.
 - c) Any individual whose tenancy may constitute a direct threat to the health and safety of an individual, or whose tenancy may pose a threat to the community, or the property of others, will be denied.

If your application has been denied and you feel you qualify as a resident under the criteria set out above, you should do the following: Write to our Equal Housing Department, 9498 SW Barbur Blvd., Suite 200, Portland, OR 97219. In the letter explain the reasons you believe your application should be approved and request a review of your file. Within 15 working days of receipt of your letter, your application file will be reviewed and you will be notified of the outcome of the review.