

Commonwealth Real Estate Services

18150 SW Boones Ferry Road

Portland, OR 97224

(503) 244-2300

(503) 768-4660 Fax

SCREENING POLICY/CRITERIA

FORM

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To Prospective Residents:

Thank you for your interest in becoming a resident in a Commonwealth managed Community. This Community complies with all applicable Fair Housing laws, rules, and regulations. We strive to enforce strict resident acceptance policies consistent with the requirements of each community. Please note we provide equal housing opportunity to all persons and comply with all Federal, State, and local laws regarding Fair Housing requirements. Reasonable Accommodations are provided, upon request, to applicants with disabilities. In order for you to become a resident of a Community, you must provide certain information and meet the following criteria:

1. Prospective occupants who are at least 18 years of age or emancipated minors must completely fill out and sign a rental application/authorization for a consumer report and criminal background check. All information on the application must be correct and legible. All applicants must qualify individually for residency. If one co-applicant does not qualify and the other does, we will have to deny approval for residency. If you refuse to fill out any part of the application or authorize us to run the necessary reports or provide any incomplete, inaccurate, or fraudulent information or references, we will deny your application for residency.
2. Applicants must provide two (2) pieces of identification, one with each applicant's photo from a government office (e.g., Driver's License, State ID Card, Passport) and each applicant's Social Security Card or proof of a Tax ID number.
3. Applicants must have a history of acceptable credit; five (5) years verifiable occupancy history (the most recent 5 years); and demonstrate an acceptable debt to income ratio.
4. Having a criminal history will not result in an automatic disqualification for tenancy in violation of state or federal law. Management will carefully evaluate all reported criminal history of an Applicant, based upon several factors, including but not limited to, the date and nature of the crime, its severity, its recency, and what efforts at rehabilitation the Applicant has undertaken. Applicants are encouraged to provide contact information for one or more persons familiar with his/her personal history, who can verify the Applicant's good faith attempts at rehabilitation.
5. Applicants must provide (twenty-four) 24 months of continuous employment or have verifiable and continuous periodic income from other sources, such as retirement, social security and/or disability. If applicant is or has been unemployed during the past two years, you may put unemployed, but it will not count as income.
 - **Applicants must provide documentation of all sources of income that are to be considered.**
6. If the Community is either an "age 55 or older" or an "age 62 or older" Community, you must provide proof that you meet the age requirements.
7. Any individual who is a current illegal substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance will be denied residency.
8. Any individual or pet/animal whose residency would constitute a direct threat to the health or safety of other individuals or whose residency would result in substantial physical damage to the property will be denied residency.
9. If pets are permitted, they must meet the requirements of state and local laws, ordinances, and the Community in regard to number, size, and breed (see Community rules and regulations). The definition of pets is domestic dogs and/or cats. The Community does not allow full or mixed breeds of exotic and/or wild animals, livestock, farm animals and certain breeds of dogs including, but not limited to: Akita, Blue Heeler, Chow, Doberman, German Shepherd, Pitbull, Staffordshire Bull Terrier, American Staffordshire Terrier, Rottweiler, Presa Canarios, and Wolf-hybrid.
10. Vehicles must meet community requirements regarding number, size, type and condition.
11. Occupancy may not exceed two (2) persons per bedroom, plus one (1) additional person per household.
12. Homes must be resident occupied – no sub-leasing (this includes renting bedrooms in home) or rentals.
13. Current laws permit the landlord to deny residency on the basis of, but not limited to: pets; vehicles; number of occupants; credit history; character references; criminal records; tenant history of eviction or property damage; rental history; unverifiable or insufficient income (excessive debt); or incorrect, incomplete, or unverifiable application information. Our policy complies with these laws.
14. If purchasing a home, all unpaid monies due for the home which applicant desires to purchase, must be paid in full (whether by seller, buyer or other) before any application may be approved.

We do not accept Comprehensive Reusable Tenant Screening Reports, commonly referred to as portable screening. A minimum non-refundable fee of \$60.00 must be paid by check or money order to begin processing each applicant. You will be notified as soon as possible regarding your application approval or denial. Rental Applications, once approved, are open for a period of sixty (60) days; a Rental/ Lease Agreement must be executed within that time, or approval will be withdrawn. If you choose to submit a new application, new application fees will also be due. If you have any questions on policies regarding qualifying as a resident in a Community, please address them with the Community Manager.

	Consumer Report
Each Applicant	\$60.00

Note: Application Fee must be a money order or cashier's check. No personal check or cash accepted.

Thank you – Community Management



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RENTAL APPLICATION

FORM 3

ON-SITE MANAGER USE ONLY:			
COMMUNITY NAME:		FEE(S) RECEIVED \$ Consumer Report = \$45 per Applicant Out-of-State Report = \$15 per Applicant per Out-of-State	CHECK ONE: <input type="checkbox"/> Primary Resident <input type="checkbox"/> Additional Occupant
Community Info	DATE RECEIVED:	MANAGER'S NAME:	COMMUNITY PHONE NUMBER:
	REQUESTED MOVE-IN DATE:	REQUESTED SPACE NUMBER:	RENT AMOUNT:
	TOTAL NUMBER OF APPLICANTS:	TOTAL NUMBER OF OCCUPANTS IN HOME:	NUMBER OF VEHICLES:
<p>INSTRUCTIONS: Please print clearly and legibly – All information <i>MUST</i> be filled out - DO NOT LEAVE ANY SECTIONS BLANK – IF NOT COMPLETED, APPLICATION MAY NOT BE CONSIDERED</p> <p style="text-align: center;">WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER</p> <p style="text-align: center;">APPLICATIONS MUST BE COMPLETED BY ALL POTENTIAL OCCUPANTS 18 YEARS OF AGE OR OLDER AND/OR EMANCIPATED MINORS</p> <p>LEGAL NAME AS IT APPEARS ON GOVERNMENT ISSUED ID (FIRST, MIDDLE, LAST)</p>			
SOCIAL SECURITY# / TIN:	DATE OF BIRTH:	SECONDARY GOVERNMENT ISSUED ID: <input type="checkbox"/> DRV. LIC. & STATE <input type="checkbox"/> STATE ID <input type="checkbox"/> PASSPORT	
TELEPHONE:	EMAIL:	License #: _____ Exp. Date: _____ <input type="checkbox"/> Authorization to receive information via email	
<p>WE REQUIRE THE MOST RECENT FIVE (5) YEAR RESIDENTIAL HISTORY ON ALL APPLICATIONS AND APPLICANTS.</p> <p>ATTACH AN ADDITIONAL SHEET IF NECESSARY</p>			
CURRENT ADDRESS:		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	CURRENT MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: _____ Mths: _____	REASON FOR LEAVING:
CURRENT LANDLORD NAME:	ADDRESS:	TELEPHONE:	
PREVIOUS ADDRESS:		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	PREVIOUS MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: _____ Mths: _____	REASON FOR LEAVING:
PREVIOUS LANDLORD NAME:	ADDRESS:	TELEPHONE:	
PREVIOUS ADDRESS:		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	PREVIOUS MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: _____ Mths: _____	REASON FOR LEAVING:
PREVIOUS LANDLORD NAME:	ADDRESS:	TELEPHONE:	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHERE & WHEN?	OFFENSE?
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHERE & WHEN?	REASONING?
PETS: <input type="checkbox"/> DOG(S) # _____ <input type="checkbox"/> CAT(S) # _____ <input type="checkbox"/> OTHER # _____ <input type="checkbox"/> NONE		BREED/WEIGHT AT MATURITY (IN POUNDS):	
IF OTHER, PLEASE SPECIFY: _____			
INCOME INFORMATION			
GROSS MONTHLY INCOME:		SOURCE OF INCOME	
FREQUENCY OF INCOME: <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> SELF EMPLOYED ** tax return & bank statements (2 most recent report periods) <input type="checkbox"/> INVESTMENT/RETIREMENT/PERIODIC ** Savings, retirement or other investment statements (2 most recent reporting periods) <input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> DISABILITY <input type="checkbox"/> EMPLOYED ** Two (2) months pay stubs <input type="checkbox"/> OTHER (Please explain) _____	
DATE OF HIRE:	HOW LONG RETIRED:		
IF EMPLOYED, PLEASE PROVIDE: NAME OF EMPLOYER:		POSITION:	TELEPHONE:
SUPERVISOR:	ADDRESS:		

OCCUPANTS UNDER AGE 18 *(Attach additional sheet if necessary)*

OTHER INFORMATION

NAME	DOB	DRV. LIC. & STATE, STATE ID, OR PASSPORT #	SOCIAL SECURITY # / TIN	RELATIONSHIP

VEHICLE INFORMATION

VEHICLE MAKE	YEAR	MODEL	LICENSE PLATE #	OTHER (RV, BOAT, ETC)

I/We certify that Community management has the right to refuse admission to any manufactured home if upon arrival at the Community, the home is not the same or in the same condition represented by the applicant in this application. Upon approval of this application, I/We will execute a written rental agreement and all other required documents prior to occupancy and within forty-five (45) days or approval for residency will be withdrawn. If I choose to submit a new application, a new application fee will be required.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I/We certify by signing below that, to the best of my/our knowledge, all statements are true and correct. We further authorize COMMONWEALTH REAL ESTATE SERVICES and its subsidiaries to obtain credit reports, character verification, rental history, employment history, public records, criminal history and personal references as necessary to verify all information put forth in the above referenced application for tenancy. False, fraudulent or misleading information or references as well as any returned check(s) for application fee(s) may be grounds for denial of tenancy or subsequent eviction.

I/We hereby hold COMMONWEALTH REAL ESTATE SERVICES, its owners, agents and subsidiaries harmless from any liability for exchanging written or verbal information concerning my tenancy with prior landlords.

By signing below, I authorize the preparation of an investigative report. For this purpose, I authorize and understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. Further, I understand that you will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, tenancy and other experiences. I release all of the above, including The Screening Pros, Manage America, CoreLogic, SafeRent, FAR, NCR, Origin and their agents to the full extent permitted by law from any claims, damages, losses, liabilities, and expenses arising from the retrieving and reporting of information. All reports will be kept confidential. Further, Landlord has my/our authorization to use said reports in working with any future collection actions).

According to the Federal Fair Credit Reporting Act, I am entitled to know if I was denied based on the information obtained and to receive, upon written request to the appropriate credit reporting agency, a disclosure of the public record information and of the nature and scope of the investigative report.

We acknowledge receipt of community's Screening Policy/Criteria. In addition to base application fees, I/we agree to pay directly to provider any and all additional fees and costs associated with obtaining information necessary to complete the application process.

This application is not complete without payment of all required application fees by check or money order. This application will be denied upon failure to meet community's screening criteria and/or to provide required documentation, pursuant to law. Upon denial, landlord has no further obligation to consider this application.

This application shall be automatically extended for an additional seven (7) days in the event all information necessary to complete this application is not provided to community within the time permitted by law.

I, the undersigned applicant, do hereby certify that the information provided by me is true, accurate and complete to the best of my knowledge. Any copy of this document is as valid as the original.

PRINT FULL NAME:

SOCIAL SECURITY NUMBER / TAX IDENTIFICATION NUMBER:

DATE OF BIRTH:

CURRENT ADDRESS:

CITY/COUNTY/STATE/ZIP:

DRV. LIC. & STATE STATE ID PASSPORT

#: _____ EXP DATE: _____

APPLICANT'S SIGNATURE:

DATE:



Commonwealth

REAL ESTATE SERVICES

Employment History Verification Request

I have been retired for 2 years or longer

We have received an application from the person(s) named below to rent a space in our manufactured home community. Please fill out your response to the following questions and email (*preferred*) to: _____ or fax to: (____)_____. Prospective Tenant: _____

I _____ (*print name*) have applied for residency at _____ and stated that I am now or was formerly employed by you. My signature below authorizes verification of the following information.

Signature _____ Date _____

Current Employer: _____

Address: _____

Telephone: _____

Occupation _____

Supervisor _____ Employment Dates: _____ / _____
From To

Gross Monthly Salary: \$ _____ Full Time Part Time Temporary Self Employed

Do you anticipate that the applicant's employment will continue? Yes No

Previous Employer: _____

Address: _____

Telephone: _____

Occupation _____

Supervisor _____ Employment Dates: _____ / _____
From To

Gross Monthly Salary: \$ _____ Full Time Part Time Temporary Self Employed

Under penalty of perjury, I certify that the information provided is true and correct:
Employer Signature: _____ Date: _____
Printed Name: _____ Title: _____
Telephone Number: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip: _____



Commonwealth

REAL ESTATE SERVICES

Rental History Verification Request

I have been residing with family for 5 years or longer I have owned my home for 5 years or longer

We have received an application from the person(s) named below to rent a space in our manufactured home community. Please fill out your response to the following questions and email (*preferred*) to: _____ or fax to: (____)_____. Prospective Tenant: _____

I _____ (print name) have applied for residency at _____ and stated that I am now or formerly rented housing from you. My signature below authorizes verification of the following information.

Signature _____

Date _____

Current or previous address: _____
(Circle One)

Apartment or community name: _____

Address: _____ Space or Apt. #: _____

City: _____ State: _____ Zip: _____

Manager/Landlord Name: _____

Move-in and Move-out date(s): _____

Monthly rent: \$ _____ Did the tenant pay on time? _____ Any Returned Checks? _____

Was proper notice given? _____ Any complaints? _____

Roommates, pets, etc. not on lease? _____ Damage to unit or space? _____

Any notices issued? _____ Any notices filed? _____

Would you rent to the tenant(s) again? _____

Under penalty of perjury, I certify that the information provided is true and correct:

Landlord Signature: _____ Date: _____

Printed Name: _____ Title: _____

Telephone Number: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip: _____

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**APPLICANT SCREENING
FEE NOTICE AND RECEIPT**

**FORM
38**

NAME OF COMMUNITY: _____ DATE: _____

NAME OF APPLICANT(S): _____

An applicant screening fee* is charged to all prospective residents; applications must be completed by all potential occupants 18 years of age or older and emancipated or married minors. The charge is:

	Consumer Report	Out-of-State Criminal Required for residents living outside of Oregon in the last 5 years
Each Applicant	\$45.00	\$15.00

The application fee covers the cost of a consumer report which may provide information relating to applicant's credit and/or rental history, as well as any criminal background, etc.¹

If your application is denied because of information contained in a consumer report furnished to us by a consumer reporting agency, under the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report from the consumer reporting agency. You are entitled to dispute the accuracy or completeness of any information provided to the Community Management by a consumer reporting agency or criminal reporting agency. (In the case of denial(s), you will be provided the name, address, and toll-free phone numbers of the appropriate agencies.)

This will acknowledge payment by applicant(s) of the applicant screening fee of \$_____.

**This fee may include the cost of services and reasonable time spent obtaining information.*

This application will be denied upon failure to meet community's screening policy criteria and/or provide required documentation, as required by law. Upon denial, Community Management has no further obligation to consider it.

Signature of Community Manager

¹ The process that Community Management follows in screening the applicant includes the use of an applicant screening company, credit reports, public records or civil records and/or contacting employers, landlords or other references.