

Application Packet

Crown Property Management, Inc.

Drop off applications to:

357 Glen Creek Rd NW #37
Salem, OR 97304

Mail applications to:

PO Box 5790
Salem, OR 97304

Apply online at:

CrownPM.net

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).

Each applicant (any person over 18) must fill out a separate application and provide \$45 each. Paid applications for all parties must be received within 24 hours of the initial paid application. All requested information and documentation (see Application Screening Criteria) must be received within 2 business days of application. Failure to provide all applications and/or documentation may result in the denial of the application.

Personal Information

Your name: _____

Phone Number: _____ Okay to text? Yes No

Email: _____

The address you are applying for: _____

Requested Move-In Date: _____

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

(Additional Security Deposit *may* apply, size/breed restrictions may apply)

Have you seen the inside of the unit? Yes No

** All security deposits are due by 4:00 PM the next business day following approval. Pro-rated rent (based on move-in date) is due at move-in. Monthly rent is due by the 1st of each month.

Management Use Only –

Date rcvd: _____ Time rcvd: _____ Payment Type: _____

Employee Initial: _____ ID SSN Income Signatures (both pages)

Roommate for Occupied Unit? Yes No Has the current tenant notified CPM of roommate to apply? Yes No

Monthly Rent \$ _____ Security Deposit \$ _____

Lease Term: One Year 6 months Month to Month Other _____

Advertised **Estimated** Available Date: _____

Site: 357 Glen Creek Rd NW #37 • Salem, OR 97304 • Mail: PO Box 5790 • Salem, OR 97304

Phone 503-485-2600 • Fax 503-399-3988

Info@CrownPM.net • CrownPM.net



CROWN PROPERTY
MANAGEMENT, INC.

Application Screening Criteria

Owner/Agent Name: Crown Property Management, Inc.

Mailing Address: PO Box 5790, Salem, OR 97304

Phone: 503-485-2600

Fax: 503-399-3988

Physical Address: 357 Glen Creek Rd NW #37, Salem, OR 97304

Applicant Name: _____ 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. A valid explanation for any divergence from the requirements may be considered by the landlord if documentation or written explanation is provided by the applicant(s). 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 security deposit. Any information found to be false, incomplete or inaccurate will result in the denial of the application and/or subsequent termination of tenancy.

Applications are taken on a first come, first serve basis (must include application fee). Each applicant (any person over 18) must fill out a separate application and provide \$45 each. Paid applications for all parties must be received within 24 hours of the initial paid application. All requested information and documentation must be received within 2 business days of application. Failure to provide all applications and/or documentation may result in the denial of the application.

1) Application Process:

- Each applicant over 18 shall submit a complete application that is legible, verifiable and accurate.
 - Each applicant shall provide at least one valid government-issued photo ID.
 - An applicant screening charge of \$45.00 per person (18 and over) shall be paid at the time application is submitted.
 - **The application fee is non-refundable.**
 - The Landlord will utilize a tenant screening service to run a credit check, verify information, obtain consumer credit reports and obtain reports of civil and criminal records.
 - A credit score of 600-675 may result in an additional security deposit of \$200.00; a credit score of 550-599 may result in an additional security deposit of \$400; a credit score below 550 may result in denial of the application unless applicant provides an approved co-signer with a credit score of 725 or higher (\$400 additional security deposit may also apply).
 - Any applicant whose occupancy may compromise the safety of any other individual or the property may be denied.
- If the application is denied in whole or in part the applicant shall be notified in writing at the time of the denial.

2) Income: Total gross 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 (additional documentation may be requested).
- 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.

Landlord may require proof of a current payment plan for any utility/landlord debts and/or require an additional security deposit of \$200.00. Any bankruptcies must be discharged.

3) Residential References: The applicant shall provide information necessary to verify rental or home ownership history. We may request up to 5 years of rental history. Rental history from those related by blood or marriage may not count as sufficient rental history verification. Insufficient or negative rental references may result in denial, a required cosigner, or an additional security deposit of \$200.00. Evictions must be at least five years old.

4) Insurance: Tenants are required to show proof of a \$100,000 liability insurance policy within 2 weeks of their move in date. Please list Crown Property Management, Inc. as an "Interested Party" on your 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.

5) Limitations:

- Number of vehicles allowed may vary per unit.
 - All advertised units are non-smoking units.
 - It is at the discretion of Crown Property Management, Inc. to allow pets. Contact us for details.
- (All advertised 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 with a medical certificate of need and/or official documentation.

6) Convictions: Convictions of civil and criminal activity may be evaluated. Any individual whose tenancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises may be denied. Our detailed criminal policy is available upon request. Applicant may provide additional documentation regarding criminal charges to be reviewed on an individualized basis.

7) 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.

I hereby acknowledge receipt of this disclosure. 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.

Applicant Signature: _____ Date: _____

Rental Application

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

Crown Property Management, Inc.
357 Glen Creek Rd NW #37
PO 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 (Sole resident) Applicant (Applying with _____) Co-Signer for _____

Name _____
Last First Middle

List any other names you have used _____

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

Driver's License # _____ State of Issue _____ Phone # _____ Okay to text? Yes No

Residence History – Please provide at least 5 years

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 _____

Documentation required to verify income.

*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: _____