



# CHINOOK PROPERTIES, INC

1590 High St, Eugene, Oregon 97401

541-484-0493

800-678-2252

FAX: 541-343-7507

[info@chinookproperties.net](mailto:info@chinookproperties.net)

[www.chinookproperties.net](http://www.chinookproperties.net)

## APPLICATION PROCESSING & SCREENING GUIDELINES

**PLEASE PRINT CLEARLY**

**THERE IS A \$40 SCREENING FEE DUE WHEN APPLYING**

**ALL ITEMS BELOW ARE REQUIRED & MUST BE TURNED IN AT THE SAME TIME WITH YOUR APPLICATION TO BE CONSIDERED COMPLETE AND PLACED IN LINE FOR THE PROPERTY.**

- US GOVERNMENT ISSUED IDENTIFICATION
- INCOME INFORMATION (see income section)
- CO-SIGNER FORM, ID & INCOME (if applicable) - Make sure the property you are applying for allows Co-Signers
- EACH PERSON OVER 18 (INCLUDING HUSBAND & WIFE) MUST SUBMIT THEIR OWN APPLICATION AND THEY MUST BE SUBMITTED AT THE SAME TIME. List who you are applying with in the area provided on your application.
- ALL ANIMAL FORMS (if applicable) - Make sure the property you are applying for allows the type of pets you have. See restricted breed list on pet guidelines. Fill out the pet form and submit the additional pet documentation listed on the guidelines. If you have a companion / service animal, ask one of our staff members for the paperwork you will need before submitting your application.

**THE ABOVE ITEMS ARE PART OF THE APPLICATION AND ARE REQUIRED WHEN SUBMITTING AN APPLICATION.**

### APPLICATION CRITERIA

Applications are valid for 6 months upon receipt. You may move your application to another property if the property you applied for is no longer available or you prefer a different property. Your application will only be accepted and you will be placed in line for a property once we have a complete application. (PLEASE NOTE YOU CAN ONLY BE IN LINE FOR ONE PROPERTY AT A TIME AND YOU ONLY APPLY ONCE.) We will stay in contact with you via email as we have updates to the application, we do not email or call you until there has been a change in the application. Processing can take 3 or more days depending on how quickly references return our form. If you are not first in line you will be given updates as we have them on the first applicant or when showings are scheduled.

PLEASE LOOK AT THE AVAILABLE DATE ON THE LISTING for the property you are interested in. This is our best guess of when the property is available. Make sure the listed date works for your moving plans and keep in mind this date is subject to change. Sometimes properties are ready earlier or later than the listed date. We will contact you as soon as we know when the property is move in ready to schedule a rental agreement signing. You will be expected to take financial possession of the property once it is ready for tenancy.

**INCOME VERIFICATION IS REQUIRED:** Your gross income must be equal to or be more than 3 times the rent on the property you are applying for. If you are applying and are married, you may combine your incomes. If you are applying with roommates, take the rent, multiply it by 3 and divide by the number of roommates. Each applicant must meet that income or obtain a co-signer. If you are relocating, we need to see what you will make once you move. Current jobs will not count unless transferring or working remotely. Please indicate this information in the application.

**VERIFIABLE INCOME:** employment paychecks, bank statements, alimony/child support, trust accounts, social security, unemployment, welfare, grant/loans and housing assistance. If you apply online screen shots of this information do not count.

### STUDENTS

If you are a student and you feel you meet the qualifications without a co-signer you are welcome to apply. You must provide documentation supporting your ability to pay rent and have 3 years of rental history. If you are using a co-signer then the co-signer will need to fill out a co-signer form. We will need a copy of their ID and income showing that they income qualify. Co-signer forms are in our office and on our website. We do not run Co-signer background checks unless deemed necessary. A co-signer does not have to pay an application fee. Check the property listing and make sure the property allows co-signers before applying.

**RENTAL HISTORY MUST EQUAL 3 FULL YEARS:** We do not count rental history from friends, family, dorms or places you subleased and did not have a contract. Rental history must be verifiable and we must be able to contact the previous landlords. Please attach additional rental references if needed to equal 3 years. Please list rental history in chronological order. We do count home ownership instead of rental history as long as your credit report shows mortgage history or the deed is in your name. If you do not have 3 years of rental history, then you will need a co-signer. Please make sure the property allows for a co-signer.

## OUR PROCESS:

Please note Chinook Properties does not rent properties sight unseen. Applicants or someone you know will need to view the inside of the property before a rental agreement is signed. Turning in a complete application secures a place in line for the property you are interested in. Once in line, we will arrange a viewing of the property while we are processing your application. If you turn in your application and you are second, we will tell you when a showing is scheduled for the property you applied for. Sometimes properties are not showable until the current tenant has moved out so it could be closer to the listed available date before you view the property. If the property you applied for is no longer listed it does not mean that the property is no longer for rent. **We un-list them when we have several applications or it has been rented to the applicant ahead of you. You will be contacted if the property is rented.** If we are having a hard time obtaining your rental references it could take longer to process your application. If we are unable to obtain rental history, we will ask you to obtain a co-signer or we may have to move onto another applicant. **During the busy season of March to October, applications can take longer to process.** If you see a property on our website and the date says "available now" we can show it without an appointment. Please see the listing for our showing times of vacant properties. We will email updates so it is recommended that you check your email that you listed on the application (check your spam folders as well.) If you submit an incomplete application, you will be emailed stating that you are not placed in line for the property. You will be sent our application check list of what we need and it is your responsibility to provide that. Please note that until you are complete you are not in line for a property. You are always welcome to check in with us if a few days has passed and you have not heard from us.

**It is your responsibility to submit a complete application. Incomplete applications will not be put in line for a property.**

## MOVE-IN PROCESS:

Upon notification of final approval, applicants will have 24 hours to accept the property and pay a deposit to hold the property until it is move in ready. If the property is already move in ready, you will need to pay pro-rated rent and sign a rental agreement within an agreed amount of time from the time you are told you are approved. The property remains on the market until the approved applicant has taken financial possession. If you fail to bring in the deposit, we will move on to the next applicant. We notify you via email so please check your emails.

**Please Note: Our move in dates are not guaranteed as there are a number of factors which can change this date, such as, out-going tenant does not turn in keys on time, and/or additional work on the properties is required. Approved applicants are required to take possession of a property once it is move in ready. You should check the listed date and base your moving plans around this date. Rental agreements are electronic and rent can be paid online. You are expected to take the property when it is ready. We try our best to have properties ready by the listed date; again this is not a guarantee. We will keep you updated as we have the move in date. Rental agreements are electronic; please make sure we have an email for everyone over 18.**

## **BY TURNING IN AN APPLICATION YOU ARE ACCEPTING THE TERMS OF THE APPLICATION PROCESS**

### GROUND FOR DENIAL:

- It is the responsibility of the applicant to provide the information required on the application. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your information.
- We will make 3 attempts at contacting your references. If we are unable to reach them, we will move on to the next applicant.
- Dwelling unit has already been rented.
- Negative, unacceptable, insufficient or unverifiable reports from references or other sources regarding income, employment, rental history, credit report, criminal history and public record information.
- Information that is incomplete, inaccurate, falsified or unverifiable may be grounds for denial of the application or subsequent termination of tenancy.
- Any applicant currently using illegal drugs or has a conviction for the illegal manufacture or distribution of a controlled substance. If approved for tenancy and later illegal drug use, manufacture, or distribution are confirmed, eviction shall result.
- Any individual, whose tenancy may constitute a direct threat to the health and safety of any individual, the unit, or the property, of others.
- The demeanor and behavior of applicants during application process will be considered.

### CREDIT / PUBLIC RECORD / CRIMINAL BACKGROUND:

- A credit report will be obtained for each applicant and we may use the report to verify the accuracy of the information provided by the applicant. A negative credit report may result in an application denial. Negative reports include, but are not limited to: late payments, collections, judgments, total debt load and bankruptcy.
- Prior eviction report will be obtained for each applicant. (We do not consider evictions which took place five years or more ago, nor do we consider evictions which resulted in dismissal or a general judgment for the applicant.) We reserve the right to contact all current & prior landlords for a rental reference, including landlords involved in an applicant's eviction five or more years ago.
- Criminal History: Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery,) or any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property or the landlord or a tenant(s) or the health, safety or right of peaceful enjoyment or the premises of the residents, the landlord or the landlords agent.

**THERE IS A \$40 NON REFUNDABLE PROCESSING FEE TO APPLY. Fee is payable by personal check, cashier's check or money order. We do not accept cash. Online applicants only can pay by debit or credit cards.**