



# CHINOOK PROPERTIES, INC

1590 High St, Eugene, Oregon 97401

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

## RENTAL APPLICATION & APPLICATION REQUIREMENTS

**\*EVERYONE THAT IS 18 OR OLDER WILL NEED TO SUBMIT THEIR OWN APPLICATION\***

Any group applying together will need to list one another's name under the "number of adults" section. You must also list dates of birth for minors under 18 in a separate section.

All properties require 3 years of rental history and a monthly income of 3 times the advertised rent.

Please have the following items prepared to complete the application:

- 3 full years of rental history in chronological order – contact information is required; if you can include an email or fax it will help with processing. \*rental history in which you were a friend or relative will not count toward the 3 years, please include enough rental history in which you were on a contract with either a private landlord or property management company. If you have had homeowner ship this will suffice as your rental history, list "self" under landlord, we will verify through your background check, if it does not show up then we will need you to provide proof of the home you owned.
- Income will be asked during the application process, this is not proof. You must be prepared to submit proof of income. Verifiable income may mean, but is not limited to: employment paychecks, bank accounts, alimony/child support, trust accounts, social security, unemployment, welfare, grant/loans and housing assistance. \*You will be required to prove this information. We must be able to calculate your monthly income & see that you meet the 3 times rent requirement. Income will be combined if you are married or legally related.
- ID must be provided.

If you do not meet the above criteria a co-signer will be required. You must review the listing for the property to make sure it allows for a co-signer. Co-signers are required to provide proof of income & their ID. You will need to have the co-signer form, Co-signer income & Co-signer ID attached to your application during the upload documents section. Any application that is received that needs a co-signer and does not have one will not be complete.

If you are applying with an animal please be prepared to provide additional paperwork on your application during the upload documents section. Animal paperwork and requirements are listed under the applicants tab on our website. Hard copies are in our office. If you have an animal that is a service animal you must contact our office before filling out the application so that we can get you the correct form. \*All guidelines for the animal and animal application forms are required when applying. If you apply without this information your application will NOT be considered.

Please refer to the \*Terms of Agreement\* section of the application for detailed information on applications fees, how we process your application and cause for denial.

**PLEASE CHECK YOUR EMAIL REGULARLY:** You will be sent a personal email once a Chinook agent has reviewed your application. Please allow sufficient time for review of your application. If you applied over the weekend please allow 24 business hours from the time you apply for a response regarding your application placement on the property.

Please refer to our website for information regarding: Office hours, contact information, vacant properties, showings, and additional application forms.

**\*THERE IS A \$40 APPLICATION FEE TO SUBMIT THIS APPLICATION. THE FEE IS NON-REFUNDABLE.**

# FULL PROPERTY ADDRESS you are applying for:

\*Your application will only be in line for one property at a time.

\*Ideal Move in Date: \_\_\_\_\_ 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.

Applicant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License / ID #: \_\_\_\_\_ State \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Email (Required): \_\_\_\_\_

\*We do like to communicate via email to keep a paper trail, please check inbox & spam folders regularly

Number of Adults to Occupy Unit: \_\_\_\_\_ First & Last Name of people you are applying with that will occupy unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Minor Dependents: \_\_\_\_\_ First & Last Names and full date of birth: \*this includes children that will be part time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment Information: \*proof is required with application.

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Pay Frequency: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Other Income: \_\_\_\_\_

## RENTAL HISTORY: must equal 3 full years by unbiased/unrelated sources. \*please list in chronological order

Current Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landlord:\*list self if owner \_\_\_\_\_ Relative or Friend?  Yes  No

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contact information is required, the more options the faster we can usually get your reference.

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landlord:\*list self if owner \_\_\_\_\_ Relative or Friend?  Yes  No

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contact information is required, the more options the faster we can usually get your reference.

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landlord:\*list self if owner \_\_\_\_\_ Relative or Friend?  Yes  No

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contact information is required, the more options the faster we can usually get your reference.

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landlord:\*list self if owner \_\_\_\_\_ Relative or Friend?  Yes  No

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contact information is required, the more options the faster we can usually get your reference.

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Landlord:\*list self if owner \_\_\_\_\_ Relative or Friend?  Yes  No

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contact information is required, the more options the faster we can usually get your reference.

Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_ Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

DO YOU HAVE ANIMALS?  Yes  No How many? \_\_\_\_\_ TYPE: \_\_\_\_\_

ADDITIONAL PET DOCUMENTS MUST ACCOMPANY YOUR APPLICATION - Make sure the property you are applying for allows the type of pets you have. See restricted breed list on pet guidelines.

In Case of Emergency, Please Notify (someone not living in property): \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact # \_\_\_\_\_

Address: \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

VEHICLE INFORMATION: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate State & #: \_\_\_\_\_

**Questions: \*If you answer "yes" please explain.**

Have you ever been court evicted or sued by a landlord? If yes please explain & list contact information and address for previous rental.  Yes  No Explain: \_\_\_\_\_

Have you ever filed suit against a landlord?  Yes  No Explain: \_\_\_\_\_

Do you have any felonies or misdemeanor convictions?  Yes  No Please list charge & dates if yes and Explain: \_\_\_\_\_

Have you ever filed bankruptcy? If yes, when?  Yes  No Explain: \_\_\_\_\_

Do you have a water bed, an aquarium or any other water filled furniture? (Water beds or water filled furniture is not allowed in any property. Aquariums only under 25 gallons are acceptable)  Yes  No

Are any of your previous landlords a friend or relative? If yes, please list name of friend or relative and address in which you resided with them. This will NOT count as verifiable rental history.  Yes  No

List: \_\_\_\_\_

Do you understand that if an incomplete application is received your application will NOT be considered until completed & you will not be in line for any property? You will be sent an email once your application is reviewed.  Yes  No

Do you understand that you are paying a \$40 NON REFUNDABLE application fee? The fee covers administrative costs for processing. Your credit & criminal background checks are done once you submit the application. Your application remains good for 6 months from the date you applied.  Yes  No

## Terms of Agreement for Chinook Properties, Inc.

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

**Application Fee** - You have paid a non-refundable application fee in the amount of \$40, and this payment defrays the cost of administrative paperwork, background check and credit / criminal report. This fee may be transferred to another property or kept on file for 6 months while you find a rental with Chinook Properties should the house you applied for be rented to an applicant ahead of you. In circumstances that arise where the house is no longer available, a refund will be issued to you.

**If You Withdraw Before Approval** - You and any co-applicant may withdraw your application at any time. If you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees as liquidated damages, and the parties will then have no further obligation to each other. **Completed Application** - An Application will not be considered "complete" and will not be placed in line until all required documentation has been provided to us. Your background and credit will be checked upon receipt of application, whether complete or not.

**Notice to or from Co-applicants** - Any notice we give you or your co-applicant is considered notice to all co applicants; and any notice from you or your co-applicant is considered notice from all co-applicants. Please make sure you are communicating information during the application process.

**Keys or Access Devices** - We'll furnish keys and/or access devices only after: (1) all parties have signed the proposed Rental Contract and other rental documents referred to in the Rental Contract; and (2) all applicable rents and security deposits have been paid in full.

**Signature** - Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Rental Contract.

**Grounds 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. 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 / Criminal background check** - 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.

**Chinook Properties policies – Smoking / vaping** is not permitted inside the rental, including garages. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior consent of Chinook Properties, Inc. We will review each case and property separately. Please inquire with office before applying. Animals are required to be on the agreement, any animal at the property not on the agreement will be considered un-authorized and a violation will be issued. We do not rent by the room, the property is considered as a whole and will be treated as such; all tenants on agreement living together are jointly responsible for the property as well as the co-signers you may have. The Security Deposit is a damage deposit and will remain with the property until it goes vacant so if one roommate moves and another stays the deposit will not be refunded until the house goes completely vacant. The deposit is not part of last month's rent.

**How we process your application** - 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 move onto the next 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 refer to the showing information on our website. You are emailed once the application is reviewed, the email will detail the next step for your application (check your spam folders as well.)

**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.

**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.



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**SIGNED RELEASE FORM:**

I acknowledge that the above statements are true and complete and further authorize verification of such statements including release of any police records, if needed during your tenancy. I verify that I am of legal age (18 years or older). I authorize a check on my credit history, criminal background history and rental references. Applicant understands and accepts that any information provided that is incomplete, inaccurate, or falsified shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information. I am authorizing AppFolio Inc. to conduct the background check(s) described above.

**THERE IS A \$40 NON REFUNDABLE PROCESSING FEE TO APPLY.**

**Fee is payable to Chinook Properties by personal check, cashier's check or money order. We do not accept cash.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Rcvd: \_\_\_\_\_ Time Rcvd: \_\_\_\_\_ Amount Rcvd: \$ \_\_\_\_\_  MO # \_\_\_\_\_  Check # \_\_\_\_\_

Office Notes:

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