

APPLICATION TO RENT: Macleay Associates, L.L.C.

Date: _____

APPLICATION REQUIRED FOR EACH ADULT OCCUPANT

Property Address Applied For: _____ Unit #: _____

Proposed Move-in Date: _____ Monthly Rent: \$ _____

Owner/Agent Initial _____ Examined picture identification? _____ Type of identification? _____

Fee \$35 per application. Personal check or money order payable to Macleay Associates, L.L.C. Please Drop-off through the office mail-slot at 2015A, NW 29th Ave, or mail to: P.O. Box 10559, PDX, OR, 97296. **Office:** (503) 274-4066 **Rental Agent:** Cathy Hume **General Manager:** Matt Rochlin **Office hours:** M/Tu/Fr/Su 9:30–1:30 P.M, Weds: 2:30–6:30 P.M. (or appointment. Not in office Th, Sa). Note: ONLY US MAIL (not FedEx) will deliver to PO Boxes. FAX: If you need to fax your application, contact us.

PERSONAL INFORMATION: (*Most delays are caused by wrong phone numbers, numbers that go to voice mail, numbers going to people who don't know you or who are not authorized to give out info.*)

Full Name: _____ Phone: ()

S.S. #: _____ Birth Date: _____ Driver's License, State and #: _____

E-mail address _____ Work tel. ()

1) Current Address: _____
City: _____ State: _____ Zip: _____ Since: / / Rent Amount \$ _____

Why are you moving? _____
Current Landlord: _____ Phone: ()

2) Previous Address: _____
City: _____ State: _____ Zip: _____ From / / to / / Rent Amount \$ _____

Why did you move? _____
Previous Landlord: _____ Phone: ()

3) Previous Address: _____
City: _____ State: _____ Zip: _____ From / / to / / Rent Amount \$ _____

Why did you move? _____
Previous Landlord: _____ Phone: ()

Have you ever: (*circle one*) Been Evicted? Yes No Been sued by Landlord? Yes No Filed Bankruptcy? Yes No Been convicted, pleaded guilty or no contest to a crime? Yes No If yes to any of these, please explain:
DO NOT SKIP THIS PART. If the answer is NO, please circle NO.

EMPLOYMENT INCOME:

Applicant's Employer: _____

Employment Address: _____

How Long? _____ Supervisor: _____ Phone: ()

Job Title: _____ Take home pay (per month): \$ _____ Full / Part-time (circle one)

Previous Employer: _____

Employment Address: _____

How Long? _____ Supervisor: _____ Phone: ()

Job Title: _____ Take home pay (per month): \$ _____ Full / Part-time (circle one)

Other Income (per month): \$ _____ Source: _____ Phone: ()

Other Income (per month): \$ _____ Source: _____ Phone: ()

PERSONAL REFERENCES:

1) Next of Kin: _____ Phone: ()
Address: _____ Relationship: _____

2) Emergency Contact: _____ Phone: ()
Address: _____ Relationship: _____

3) Other: _____ Phone: ()

PERSONAL PROPERTY:

- 1) Automobile: Make _____ Model _____ Year _____ License# _____ State _____
- 2) Automobile: Make _____ Model _____ Year _____ License# _____ State _____
- 3) Other Vehicles/Boats _____ Model _____ Year _____ License# _____ State _____

Do you own the following: Piano/Organ? _____ Water-filled furniture? _____ Fish Tank or Aquarium? _____

PET#1

PET#2

Type: _____ Size _____ Weight _____ Type: _____ Size _____ Weight _____

Has either pet ever injured anyone or damaged anything? (circle one) Yes no

If so, please explain: _____

Pet Reference: _____ Phone () -
Name Relationship

APPLICANT'S ADDITIONAL COMMENTS & EXPLANATIONS:

ALL ADULT MEMBERS OF HOUSEHOLD MUST FILE A SEPARATE APPLICATION

APPLICANT SCREENING CHARGE DISCLOSURE(S):

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) credit history including credit standing;
 - b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
 - c) information verification;
 - d) current obligations and credit ratings; and
 - e) criminal records.
- 2) Owner/Agent requires payment of an Applicant Screening Charge of \$35.00 per applicant, none of which is refundable unless the Owner/Agent does not screen the applicant(s). Application valid for up to three weeks from date of receipt by Owner/Agent. Please make checks payable to Macleay Associates, L.L.C.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). The Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

Applicant Signature _____ Date _____

INFORMATION: Fees and Rent that May be Charged to Applicants and Tenants

The Following Fees and Rent May be Charged by the Lessor per the terms of our Lease. This document is not part of the lease agreement. It is to provide you with information before you pay any fee to us or sign a lease.

Application Fees: \$35 per adult occupant.

After Acceptance: Deposit to Hold (not refundable if a lease is not signed by the agreed upon date).

At Lease Signing: Security Deposit (refundable per the terms of the lease. Generally the Deposit to Hold will be applied to the security deposit)

You will pay RENT. Rent means “any payment to be made to the landlord under the rental agreement, periodic or otherwise, in exchange for the right of a tenant and any permitted pet to occupy a dwelling unit to the exclusion of others.”

Higher rent in the FIRST MONTH ONLY in the amount of \$250 if you have a dog (per dog), \$150 if you have a cat (per cat) **OR** higher rent of \$15 per month per pet for as long as you occupy the apartment. Tenants’ choice.
Higher rent may also be charged for parking spaces.

Fees that may be Charged (not all of these fees will be part of your lease, but all fees we may include are listed):

i. Late rent payments. \$45

ii. Dishonored checks. \$25

iii. Removal or tampering with smoke alarms. \$250

iv. The violation of a written pet agreement. \$100

v. Lease Break fees: 1.5x rent

vi. Non compliance with written rules or policies. \$50

vii. Late payment of a utility or service charge that a tenant owed the landlord. \$25

viii. Failure to clean up pet waste. \$50

*ix. Failure to clean rubbish and waste from a part of premises other than the dwelling unit.
\$50*

x. Parking violations. \$50

xi. Improper use of vehicles within the premises. \$50

xii. Utilities expenses (garbage fees we incur will be passed through for house rentals. Utilities paid by Lessor due to failure of tenant to put utilities in tenant name will be passed through and the above late payment of utilities charge will be due).

Other charges: Any expense due to damage, illegal activity, or lease violation caused by tenant and paid by the lessor will be charged to tenant. This includes (but is not limited to) towing expenses and yard care in cases where landscaping has not been maintained and is the responsibility of the tenant.