

PIERSON PROPERTY MANAGEMENT SERVICES, INC.

3835 N.E. Hancock Street, Suite 201, Portland, OR 97212 503/331-0969 Fax: 503/284-6777

APPLICATION CHECKLIST

Please complete the application including your desired MOVE IN DATE. Return the application and required documentation to our office at:

3835 NE Hancock St. Suite 201. Portland, OR 97212

Office Hours: Monday – Friday 8:30am – 12:30pm, 1:00pm – 5:00pm

Application screening charges: \$40.00 for each adult (18 years of age or older). Each adult must fill out an individual application.

Co-signers: IF a co-signer is permitted the application screening charge is \$25.00 per co-signer. Co-signers must complete a separate application and provide the required documentation.

Please initial each to confirm that your application contains the following:

- _____ Completed application including birth date, SSN, phone numbers where you can be reached during the day and evening. Please don't forget to sign and date application
- _____ Income verification: Provide name, address and phone number of all employers. Provide a copy of the most recent pay stub (Total household gross income must be 3x the monthly rent). Self-employed applicants must provide two years of Federal income tax returns and current year profit and loss statements. Un-verifiable income cannot be accepted
- _____ Rental history: Provide a complete record of last 5 years of rental history including addresses of the properties where you rented
- _____ Personal ID: Provide copies of two personal ID's, one with your photo (drivers' license, passport, etc)

Applications are processed in the order they are received. INCOMPLETE APPLICATIONS WILL NOT BE SCREENED.

Approval Process: (Also see Screening Criteria)

- Please allow 3-5 business days to process applications.
- Within 24 hours of approval, Security deposit is due (*cashiers check, money order, or cash only. No personal checks.*)
- Tenants must take financial occupancy no later than 10 days from approval date
- First month's rent (1 full month) is due upon move-in (*payable in cashiers check, money order or cash only. No personal checks.*) Rent and lease paperwork signing is required before keys will be provided.

Pet Owners: Please note that some properties do not allow pets.

**I AM SUBMITTING A COMPLETE APPLICATION, AND UNDERSTAND THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. I HAVE READ THE RENTAL APPLICATION SCREENING CRITERIA AND UNDERSTAND, ACCEPT AND MEET THESE QUALIFICATION STANDARDS. I UNDERSTAND THAT FALSIFICATION OF INFORMATION WILL LEAD TO DENIAL OF RENTAL.

Applicant Signature

Date

Applicant Signature

Date