

# PIERSON PROPERTY MANAGEMENT SERVICES, INC.

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

www.piersonpropertymgmt.com

## 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 B Friday 8:30am B 12:30pm, 1:00pm B 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 \$40.00 per co-signer. Co-signers must complete a separate application and provide the required documentation.

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**\*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)

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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 or money order 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 or money order 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.**

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Applicant Signature

Date

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Applicant Signature