



# COLLEGE HOUSING NORTHWEST RENTAL APPLICATION

College Housing Northwest is a not-for-profit organization founded in 1969 by students to support students in the areas of housing, academic success, and personal development.

Building: \_\_\_\_\_ Apartment #: \_\_\_\_\_ Desired Lease Length: \_\_\_\_\_

## **APPLICANT INFORMATION**

Applicant Name:	Birth Date:
ID / Passport #:	Soc. Security #:
Email:	Phone #:

## **CURRENT RESIDENCE**

Address:	City:	State:	Zip:
Is this the address of a family member? Yes <input type="checkbox"/> No <input type="checkbox"/>	Relation:		
If not a family member:			
Landlord Name:	Landlord Phone #:		
Move-in Date:	Rental Amount:		

## **PREVIOUS RESIDENCE** *(If you have more than one previous residence please list on a separate sheet of paper)*

Address:	City:	State:	Zip:
Is this the address of a family member? Yes <input type="checkbox"/> No <input type="checkbox"/>	Relation:		
If not a family member:			
Landlord Name:	Landlord Phone #:		
Move-in Date:	Rental Amount:		

## **ADDITIONAL INFORMATION**

Have you ever been convicted or pled guilty or no contest to any felony or misdemeanor?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, Where:	When:
Have you ever been evicted?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Names of any minors to be living with you:	D.O.B.
1.	
2.	

Please See Reverse

**STUDENT STATUS VERIFICATION**

College Housing Northwest requires that all residents be either half time enrolled students or the partner or dependent of an eligible student. CHNW will verify student status through the National Clearinghouse (\$2.50 fee) for students attending participating colleges and universities. All other students will be required to provide an Enrollment Letter from their registrar’s office. Applications will not be approved without verification of enrollment.

National Clearinghouse Schools

- Portland State University
- Portland Community College
- Concordia University
- University of Portland
- Pacific University
- Lewis and Clark College
- University of Oregon

Non-Participating

- Art Institute
- Oregon Culinary Institute
- Portland English Language Academy
- Kaplan International Centers
- Columbia English School
- Capstone Mastery Center
- Portland Actors Conservatory
- Pacific Northwest College of the Arts

*If you do not see your school listed please consult a Leasing Agent.*

**EDUCATIONAL INFORMATION**

Please check if you are the partner or dependent of an eligible student applicant

Name of School:		
Student ID #:		Major:
Current GPA:		Credits This Term:
Type of Degree:	Current Class Standing:	I plan to be enrolled in the following terms:
<input type="checkbox"/> Certificate Program <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor of Arts <input type="checkbox"/> Bachelor of Science <input type="checkbox"/> Master’s Degree <input type="checkbox"/> Ph. D	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post Bach. <input type="checkbox"/> Other	<input type="checkbox"/> Summer 20 _____ <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Winter 20 _____ <input type="checkbox"/> Spring 20 _____

*I certify that the above information is correct and hereby authorize College Housing Northwest to perform a credit check, background check, verify my student status and make inquiries to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. Information supplied on this application that is later found to be false is grounds for termination of tenancy. I understand that the \$45.00 application fee is non-refundable. I also understand that I am responsible for the \$2.50 fee to verify my student status through the National Clearinghouse.*

X \_\_\_\_\_ (Applicant) Date \_\_\_\_\_

X \_\_\_\_\_ (Agent for Owner) Date \_\_\_\_\_

Picture Identification Verified (initials) \_\_\_\_\_ (Agent for Owner) Time/Date Rec’d \_\_\_\_\_



If Applicant is approved, Applicant will have **72 hours** from the time of notification to make a \$100.00 Lease Execution Deposit to Execute a Rental Agreement. When the applicant executes the lease the Lease Execution Deposit will be applied to the total security deposit. If Applicant fails to follow the aforementioned timeline Applicant will be deemed to have refused the unit and will forfeit the Lease Execution Deposit and the next application for the unit will be processed. College Housing Northwest shall have no liability to Applicant until such a time as both parties sign a rental agreement. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

## CRITERIA FOR RESIDENCY

### 1. GENERAL CRITERIA

- a. State issued picture identification or passport is required.
- b. A complete and accurate application is required. Incomplete applications will be returned to the applicant for revision.
- c. Each applicant (over the age of 18) must qualify individually.
- d. Upon denial of a co-applicant's application, all other co-applications will be denied.
- e. Applicants must be able to enter into a legally binding agreement.
- f. Applicant providing inaccurate or falsified information will result in denial.
- g. If approved, the minimum security deposit is \$500.00.
- h. Applicant will be charged a non-refundable \$45.00 application fee.
- i. Those whose student status is checked through the National Clearinghouse will be charged a \$2.50 non-refundable verification fee.
- j. CHNW does allow for minors the age of 17 to sign the lease and they must individually qualify.

### 2. STUDENT STATUS CRITERIA

- a. Applicant must be enrolled in an accredited higher education institution.
  - i. Applicant must be able to supply official documents from their educational institution if requested.
- b. Applicant must be enrolled in an at least 8 credits (undergraduate) or 6 credits (graduate) per term. Or the necessary credits to be considered half-time at their institution.
- c. Applicant must plan to be enrolled in an accredited institution for the duration of their stay.

### 3. NON STUDENT APPLICANT CRITERIA

- a. Non-student applicants must either be the dependent or partner (as defined by CHNW below) of a qualifying student applicant
- b. Dependent: An individual under the age of 18 who is reliant on the eligible applicant for support. An individual of any age with a disability that necessitates reliance on the eligible resident for support.
- c. Partner: An individual who identifies as being in a committed relationship with the eligible applicant.

### 4. RENTAL CRITERIA AND CONTINGENCIES

- a. Rental history must have no evictions in the past three years.
- b. 3 or more Late Fees or 72- Notices in a 12 month period will result in a security deposit equivalent to one month's rent. 7 or more Late Fees or 72-Hour Notices in a 12 month period will result in denial.
- c. 3 or more NSF checks in a 12 month period will result in a security deposit equivalent to one month's rent.
- d. Rental history reflecting past due and unpaid rent balances will be denied until the **balance is paid**.
  - i. *Balances over \$1,000 or equivalent to one month of rent (rent amount as indicated on the reference) that have been resolved will result in the application being approved with a deposit increased to one month of rent.*
- e. Applicants with rental references reflecting inability to abide by community rules will result in denial.
- f. No history of bedbugs in the past 12 months

### 5. CREDIT CRITERIA (*Bad debt does not include: school or medical related debt*)

- a. Outstanding bad debt (i.e. collections and past due accounts) in excess of \$2000.00 will result in a security deposit equivalent to one month's rent.
- b. Outstanding bad debt (i.e. collections and past due accounts) in excess of \$3,000.00 will result in denial.
- c. Any negative debt established following a bankruptcy will result in denial.

### 6. CRIMINAL CRITERIA

- a. A conviction, guilty plea, or plea of no contest to any of the following offenses will result in denial of your rental application:
  - i. Felony involving injury, assault, kidnapping, death, arson, rape, sex crimes including molestation, extensive property damage, drug related offenses including manufacturing and/or distribution, delivery or possession with intent to sell, felony burglary or robbery at any time
  - ii. Any other felony charge in which disposition or parole has occurred within the past seven years.
  - iii. Any misdemeanor involving assault, intimidation, sex, drugs, property damage or weapons charges in which release or parole has occurred within the past three years.
  - iv. Any misdemeanor involving criminal trespass, theft or prostitution in which release or parole has occurred within the past three years.
- b. CHNW reserves the right to trespass any applicant based on their criminal background report.  
*(Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.)*

### 7. DENIAL POLICY

- a. If your application is denied due to negative and adverse information being reported by the screening company you may contact the screening company to receive a copy of the report or request a correction from the credit bureau.
  - i. Bemrose Consulting, 12655 SW Center St., Suite 540, Beaverton, OR 97005 Phone: 503-419-6539 or 1-800-886-3365.
- b. **For information about submitting a request for reconsideration to the Appeals and Accommodations Committee, please contact the CHNW Leasing Office at the appropriate office –**  
Goose Hollow: [gh@chnw.org](mailto:gh@chnw.org) or by phone at 503-345-4111  
University District: [ud@chnw.org](mailto:ud@chnw.org) or by phone at 503-345-4101

College Housing Northwest has charged a screening charge to Applicant as set forth in the Criteria for Residency. Applicant screening entails the checking of the applicant's credit, rental history, criminal court records, and student status and may include information about Applicant's character, mode of living, and general reputation. Applicant has the right to request additional disclosures provided under Section 606(b) of the Fair Credit Reporting act and may also request a written summary as noted in Section 609 (c) of that act. Applicant has the right to dispute the accuracy of the information provided to College Housing Northwest by the screening company or the credit reporting agency as well as complete an accurate disclosure of the nature and scope of the investigation.