

**IF YOU WISH TO MAKE APPLICATION ON A PROPERTY,  
PLEASE READ THIS INFORMATION CAREFULLY.**

- Step 1.** Call (503) 635-4477 if you have further questions about the property you just previewed. A team member will be able to assist you. If you have your completed application and screening fee, the Leasing Agent will be able to assist you.
- Step 2.** Each adult applying must complete an application form (two have been provided for your convenience). The non-refundable applicant screening charge will be collected at the time of application. Proof of income and photo ID are also required at the time of application.
- Step 3.** Please note that you are making an *application* only. Please do not assume you have rented the property until notified by Mainlander (the screening process may take approximately 1 - 3 days).
- Step 4.** Your application will be accepted based on any special terms and/or conditions you request or require. Your application must stipulate any repairs, painting or improvements you expect. The owner may not consider any terms and conditions made after acceptance.
- Step 5.** Please fill in the blanks below:

Number of Adults:	Move-in Date:	
Pets (number and type):		
Best Contact Number:		
Requests:		
Requirements:		

**An acceptable application will be for the stated lease term, at the stated rental amount, for move-in on date of availability or within two weeks of date of application, whichever comes later. Upon acceptance, applicant(s) will be required to remit deposit and sign rental agreement within 24 hours. Property will not be considered rented until deposits and signed rental agreement have been received.**

**Privacy Policy for Personal Information of Rental Applicants**

Mainlander Property Management is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us, either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized persons will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Thank you for your interest in a Mainlander Property**

Mainlander Property Management does not discriminate based on: race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, familial status or source of income.  
We comply with all federal, state and local laws concerning Fair Housing.

ADDRESS OF PROPERTY: \_\_\_\_\_

How did you hear about this property? (Circle one) Mainlander.com    Craigslist    Other: \_\_\_\_\_

Showing Conducted By: \_\_\_\_\_

**MAINLANDER PROPERTY MANAGEMENT, INC.**  
**PERSONAL AND CREDIT INFORMATION (Complete separate application for each applicant)**

FULL NAME:		SOC SEC #:	DRIVERS LIC #:
PRESENT ADDRESS:		RES PHONE:	BUS PHONE:
CITY/STATE/ZIP:		CELL PHONE:	FAX #:
<input type="checkbox"/> ACTUAL NOTICE BY EMAIL ALLOWED	DESIGNATED CONTACT INFORMATION FOR SERVICE OF ACTUAL NOTICE EMAIL:		BIRTHDATE:
LANDLORD OR AGENT:		PHONE:	HOW LONG:
PREVIOUS ADDRESS:		CITY/STATE/ZIP:	
LANDLORD OR AGENT:		PHONE:	HOW LONG:
NUMBER OF OCCUPANTS OVER 18:	PETS: YES <input type="checkbox"/> NO <input type="checkbox"/> HOW MANY: _____ TYPE: _____	DO YOU SMOKE: YES <input type="checkbox"/> NO <input type="checkbox"/>	
CAR MAKE:	YEAR:	MODEL:	LICENSE #:
CAR MAKE:	YEAR:	MODEL:	LICENSE #:
OTHER VEHICLE OR BOAT (LIST):			

**OCCUPATION**

DO YOU OPERATE A HOME BASED BUSINESS? NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN: _____		
	PRESENT OCCUPATION*	PRIOR OCCUPATION*
OCCUPATION		
EMPLOYER/Self Employed		
BUSINESS ADDRESS		
BUSINESS PHONE #		
DATES OF EMPLOYMENT		
NAME & TITLE OF SUPERVISOR		
MONTHLY GROSS INCOME		
OTHER INCOME	SOURCE	

**REFERENCES**

CHECKING ACCOUNT:	BANK:	NAME ON ACCT.:		
SAVINGS ACCOUNT:	BANK:	NAME ON ACCT.:		
PERSONAL REFERENCE:	ADDRESS:	CITY:	PHONE:	OCCUPATION:
NEAREST RELATIVE:	ADDRESS:	CITY:	PHONE:	RELATIONSHIP:

Do you have water filled furniture? YES  NO     Have you or any other person who will occupy the premises  
Have you ever filed a bankruptcy petition? YES  NO     ever been convicted of, pled guilty, or no contest, to any  
Have you ever been evicted from a tenancy? YES  NO     felony or misdemeanor? YES  NO   
If yes, where and when? \_\_\_\_\_

I DECLARE THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.  
I AGREE THE LANDLORD MAY TERMINATE ANY AGREEMENT ENTERED INTO BASED ON ANY MISSTATEMENT MADE ABOVE.

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

**OFFICE USE ONLY**

Photo ID: Yes  No     Date Rcvd: \_\_\_\_\_    Time Rcvd: \_\_\_\_\_    Property Code: \_\_\_\_\_

Check Number: \_\_\_\_\_    Amount Received: \_\_\_\_\_    Date Received: \_\_\_\_\_