

**APPLICATION TO RENT: Sunston, L.L.C.**  
*APPLICATION REQUIRED FOR EACH ADULT OCCUPANT*

Date: \_\_\_\_\_

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 Sunston, L.L.C. Please Drop-off through the office mail-slot at 2015A, NW 29<sup>th</sup> 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 Sunston, 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.