

WATERSIDE LOFTS

Loft Style Living in St. Helens' Waterfront District
31 Cowiltz St. St Helens, OR 97051

Once you have determined that you would like to apply for rental of an apartment at Waterside, please complete the attached forms and return as shown below. Please note the following:

- Proof of income or financial ability and identity required.
 - An Applicant Screening Authorization Form should be completed by **each applicant**.
 - Apartments will not be held and background checks not begun until the \$500 deposit to hold is received – the deposit will be returned if application is denied.
 - Application, Applicant Screening(s), Disclosure of Fees, Deposit to Hold form, and \$500 deposit to hold should be returned as follows:
 - Via mail to PO Box 387, Oregon City, OR 97045 OR
- Or
- Via e-mail to vtadda@coffmanteam.com with a copy to carl@coffmanteam.com The \$500 deposit to hold should be mailed to the PO Box above.

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APPLICATION TO RENT

Fax: 503-496-3655 or Mail: P.O. Box 387, Oregon City, OR 97045

Note: Proof of income (recent pay stub, benefit statement, etc) must be attached and photo ID supplied before application is considered. We check rental, employment and credit history.

Apartment desired: Unit # _____ OR Size _____ OR Any unit _____

PERSONAL INFORMATION

APPLICANT: Name: _____
First Middle Last

Driver License: State: _____ # _____ SSN: _____ Date of Birth _____

Address _____ Phone: _____
Street address/PO Box

City, State, ZIP Email: _____

Current Landlord: _____ Phone: _____ Rent: \$ _____

Since: _____ Why are you moving? _____

Previous Landlord: _____ Phone: _____ Rent: \$ _____

From: _____ to _____ Why did you move? _____

Type of vehicle _____ License Plate # _____

Have you ever: Been evicted? _____ Been sued by Landlord? _____ Filed Bankruptcy? _____
Been convicted, pleaded guilty, or no contest to a crime? _____

If yes to any of these, please explain:

CO-APPLICANT: Name: _____
First Middle Last

Driver License: State: _____ # _____ SSN: _____ Date of Birth _____

Address _____ Phone: _____
Street address/PO Box

City, State, ZIP Email: _____

Current Landlord: _____ Phone: _____ Rent: \$ _____

Since: _____ Why are you moving? _____

Previous Landlord: _____ Phone: _____ Rent: \$ _____

From: _____ to _____ Why did you move? _____

Type of vehicle _____ License Plate # _____

Have you ever: Been evicted ? _____ Been sued by Landlord? _____ Filed Bankruptcy? _____
Been convicted, pleaded guilty, or no contest to a crime ? _____

If yes to any of these, please explain:

EMPLOYMENT/INCOME

Applicant's Employer: _____ How long? _____

Supervisor: _____ Direct phone: _____ Co. phone _____

Job Title: _____ Take home pay: \$ _____ per _____ F/T ? _____

Co-Applicant's Employer: _____ How long? _____

Supervisor: _____ Direct phone: _____ Co. phone _____

Job Title: _____ Take home pay: \$ _____ per _____ F/T ? _____

Applicant Other Income (per mo.) \$ _____ Source: _____ Phone: _____
\$ _____ Source: _____ Phone: _____

Co-Applicant Other Income (per mo.) \$ _____ Source: _____ Phone: _____
\$ _____ Source: _____ Phone: _____

REFERENCES

Next of Kin: _____ Phone: _____
Name Address Relationship

Personal Reference: _____ Phone: _____
Name Address Relationship

Personal Reference: _____ Phone: _____
Name Address Relationship

Credit reference _____ Phone: _____
Name Address Relationship

Applicant Credit: Good standing ? _____ If no, please explain: _____

Co-Applicant Credit: Good standing ? _____ If no, please explain: _____

MEMBERS OF HOUSEHOLD/PETS

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

Name: _____ Age or Date of birth _____

Name: _____ Age or Date of birth _____

PETS:
Type/Breed _____ Weight: _____ Type/Breed _____ Weight: _____

Has Pet ever injured anyone or damaged anything ? _____ Has Pet ever injured anyone or damaged anything ? _____

Type/Breed _____ Weight: _____ Type/Breed _____ Weight: _____

Has Pet ever injured anyone or damaged anything ? _____ Has Pet ever injured anyone or damaged anything ? _____

APPLICANT(S) COMMENTS & EXPLANATIONS: _____

AUTHORIZATION & SIGNATURE

Applicant(s) hereby authorize the Owner/Agent to obtain a tenant screening or credit report and to contact past and present landlords, employers, creditors, credit bureau, and any other sources deemed necessary to verify information provided herein.

Applicants understand that they have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. They are aware that an incomplete application may cause delays or result in denial of tenancy. All information provided is true, accurate and complete to the best of applicants' knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

Applicant Signature

Date

Co-Applicant Signature

Date

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APPLICANT SCREENING AUTHORIZATION FORM 08/13

(Please print clearly)

Please remember to have your applicants print neatly to reduce mistakes and typos.

All fields (except previous address) are REQUIRED! Reports will not be run unless filled out completely.

ONE FORM PER PERSON PLEASE, OR IT WILL BE REJECTED

Applicant Full Name: _____
(First, middle, last)

Social Security Number: _____ Date of Birth: _____

Combined monthly income of all applying: _____ # of months at current position: _____

Current Address: _____ Since: ____/____/____
(street, city, state, zip)

Previous Address: _____ Since: ____/____/____
(Street, city, state, zip)

I certify that the above information is correct and complete and hereby authorize you to make inquiries you feel necessary to evaluate my tenancy and credit standing including, but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature: _____

Rental Owner

Monthly Rent for Unit (required): _____

Membership Name: Carl Coffman Member ID #: RHA 0860

Submitted By: Valerie Tadda Complex: _____

Phone Number: (503)656-7000 Fax Number: 503-496-3655

Reports must be kept in the strictest confidence. If you choose to deny this applicant, the applicant may request a copy of the reports and has a right to receive them. By signing below I agree to only screen applicants for the purposes of residential tenancy.

I will not e-mail this form or any other personal, financial or confidential information.

Membership Signature: _____

- | | |
|---|--|
| <input type="checkbox"/> Decision Point | <input type="checkbox"/> Employment Verification (Application to rent required) |
| <input type="checkbox"/> DPC Combo Report
(Includes Decision Point and Oregon & Washington
-Statewide Criminal) | <input type="checkbox"/> Landlord Verification (Application to rent required) |
| <input type="checkbox"/> Tenant Performance & Eviction History | <input type="checkbox"/> Criminal History in Oregon & Washington – Statewide
(Includes violations through Federal offenses such as sex
offender records) |
| <input checked="" type="checkbox"/> Credit Report
(Only if approved through NTN) | <input type="checkbox"/> Nation-Wide Criminal Report
(Includes information from all 50 states!) |
| <input checked="" type="checkbox"/> Decision Point Plus | <input type="checkbox"/> Criminal Search in a single county anywhere in the US
(Surcharges could apply; standard processing time is 1-2 weeks.) |
| <input type="checkbox"/> Social Security Search | |

***PLEASE INDICATE YOUR PREFERENCE:**

Phone & Pick-up _____ Phone & FAX _____ Phone & MAIL _____ Fax ONLY _____

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DEPOSIT TO HOLD

Unit No: _____

Deposit to Hold Amount: \$500

Applicant Name(s): _____

Applicant Mailing Address: _____

Applicant Phone: _____ E-mail: _____

Rent to be \$ _____ per month commencing on _____ and terminating on _____ [minimum 2 years], rent payable in advance. Refundable security deposit of at least \$1,000 and key deposit of \$100/set will be charged. Pets are not allowed unless a written Pet Agreement is signed by both parties.

Application Pending. Applicant is depositing and Tater Rental LLC is accepting a deposit to hold the above unit for a period of five business days from this date ("Review Period") while Applicant's rental application is reviewed. Applicant has submitted a Rental Application simultaneously with this deposit. At the end of the Review Period, if Rental Application is denied, the deposit will be immediately refunded by mailing to Applicant at the address listed above by first class mail together with an Application Denial. If Rental Application is approved by the end of the Review Period, the deposit will be retained to secure the execution of a Rental Agreement prior to Commencement Date and will either be applied to amounts due under the Rental Agreement or refunded to Applicant. If a Rental Agreement is not executed due to a failure by the applicant to comply with this agreement, Tater Rental LLC may retain the deposit. If a Rental Agreement is not executed due to a failure by Tater Rental LLC to comply with this agreement, it shall return the deposit to the Applicant by mailing to the address listed above by first class mail no later than Commencement Date. Proof of timely compliance with this requirement shall include a postmark.

If approved, Applicant agrees to pay the balance of moneys due by the date the property is to be occupied, and sign move-in papers and rental contract. Applicant further agrees that property will be occupied by only the following persons:

Fee Disclosure Received. Applicant acknowledges receipt of the Disclosure of Potential Fees and General rental information for Waterside Lofts .

ACCEPTED AND AGREED TO:

Tater Rental LLC Date

Applicant Date

Applicant Date

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GENERAL RENTAL INFORMATION

Note: A fully completed Application to Rent together with proof of ID and documentation of income is required prior to being considered for tenancy

Fixed Rent & Security Deposit

Fixed monthly rental rates are due on the first of each month. A late fee of \$100 will be charged for payments not received in a timely manner and personal checks will not be accepted after first NSF. A security deposit in the amount of at least \$1,000 is required prior to occupancy in addition to first month's rent.

Utilities

Tenant to pay directly to landlord:

Monthly fee of \$55 (to be adjusted as needed with 30 day notice) to cover water, including hot water, gas, and maintenance/repair of washers and dryers.

Tenant to contract for and pay separately for:

Electricity – Columbia River PUD 503-397-1844

Cable & Internet -- building is wired for Comcast: 800-934-6489

Telephone service – Century Link 865-465-2313

Included in fixed rent:

Garbage collection (tenant to deposit in outside receptacles)

Recycling (tenant to deposit in outside receptacles)

Large Packaging materials resulting from move in or move out are not permitted to be deposited in these receptacles and must be hauled off site or special pick up arranged.

Use of washing machines and dryers – 2 on each floor

Parking

There is no parking available in the building and residential tenants are not permitted to park on the street adjacent to the building as this is reserved for commercial tenants and customers. Parking is available on public streets and parking areas in the area.

Keys and Access

Access into the building and residential area is restricted and can be entered only by key/electronic device or code. A refundable deposit of \$50 will be required for each key or electronic device (or \$100 per set).

Pets

Subject to individual approval, small pets are generally allowed however an additional security deposit of \$250 per pet will be required.

Other Fees

See Fee Disclosure for a complete listing of fees, which are subject to change.

NO SMOKING IS ALLOWED IN ANY PART OF BUILDING

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DISCLOSURE OF POTENTIAL FEES

The following fees and deposits may be assessed in connection with your apartment rental in Waterside Apartments:

- **Refundable Security Deposit:** \$1,000 minimum, may be higher based on screening
- **Refundable Pet Deposit:** \$250 per pet, Pet Agreement required
- **Refundable Key Deposit:** \$100 per set (front door/apartment unit/mail/swipe card)
- **Key or Swipe Card replacement or security code change:** \$50 per key or code change
- **Lockout Fee:** \$50 per incident in which manager needs to provide access
- **Lease Break/Early Termination Fee:** 1.5 times actual monthly rent
- **Smoking Penalty:** \$100 per violation of No Smoking Agreement plus actual cost of professional restoration services for smoke damage/odor
- **Carpet cleaning fee:** Actual cost of professional carpet cleaning at move-out unless tenant provides evidence of professional carpet cleaning
- **Apartment cleaning fees after move-out:** \$25 per hour for necessary cleaning per Security Deposit Refund guidelines
- **Apartment repair & repainting after move-out:** \$30 per hour plus cost of materials for necessary re-painting and repair in excess of ordinary wear and tear

Holes or damage to walls, including grease or water marks & scuffing, will mean that the entire wall will be repainted.
- **Smoke Alarm tampering fee:** \$250
- **NSF fee:** \$35 plus actual amount charged by Landlord's bank – currently \$9.00. If NSF incurred, all future rental payments to be by cashier's check or money order
-
- **Late fee for payment of rent after due date:** \$100 per month until paid
- **Delivery of Notice Fee:** \$30 per delivery
- **Pet Waste:** \$50 per incident for failure to clean up pet waste from any portion of building
- **Garbage/Rubbish/Waste:** \$50 per incident for failure to clean up and/or properly deposit trash or recycling into designated receptacles; minimum \$250 hauling fee for oversized or excess garbage or