

HOW TO APPLY

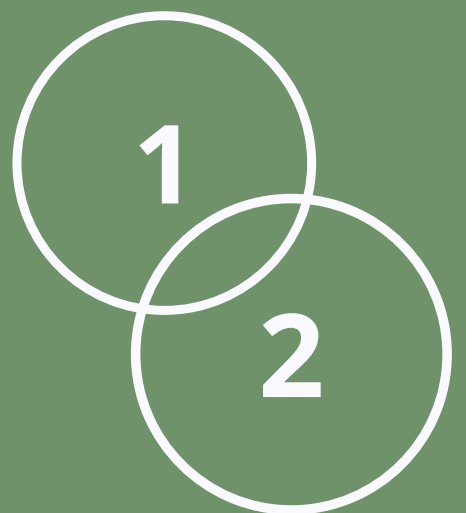


72-HOUR CITY REQUIRED MORATORIUM

The City of Portland requires a 72-Hour Moratorium on new listings before Landlords are able to accept applications. Please check the date and time we are able to start taking applications. Do NOT turn in applications early as we are also REQUIRED to penalize early applications by adding 8 hours to their arrival time.

TWO-STEP PROCESS

- Every person in your household over the age of 18 will need to fill out and turn in a separate application.
- Email applications to:
connect@habitatepropertymanagement.com
- Once we have the applications turned in **for your entire household** we will send individuals a link to ***TransUnion/My Smart Move*** to complete the background and screening process.



SCREENING FEES



- Each application requires a \$40 non-refundable fee to initiate the screening process.
- You will be sent a link to pay this fee online through ***TransUnion/MySmart Move***.

WHEN FILLING OUT THE APPLICATION

- Make sure the application is complete, incomplete applications may be disqualified.
- Please include a scan (or cellphone picture) of a State Photo ID or Passport.
- Please provide any supplemental evidence for consideration in order to mitigate potential negative screening results.





PROCESSING APPLICATIONS



- We process applications Monday - Friday.
- Once emails/links are sent from TransUnion/MySmartMove we give applicants 24-hours to respond. If applicants fail to respond within those 24-hours, we go on to the next household/applicant.
- Incomplete applications will be disqualified.

ONE AT A TIME

In order to avoid charging you unnecessary application fees, we do not send an application link out from TransUnion/My Smart Move nor do we charge for the application process - until your household is 'next' on the list!



NEXT

FIRST APPLICATION



- The first household to pass the application process will be offered the rental unit.
- Once a lease is out we ask that paperwork is signed within 24 hours.

HELPFUL LINKS FROM THE CITY OF PORTLAND

[Right to Request a Modification or Accommodation Notice](#)

[Statement of Applicant Rights and Responsibilities Notice](#)

[Brochure from the City of Portland on Screening Process / Rights](#)
[Habitate, LLC Screening Criteria](#)

APPLY HERE



Rental Application

Applicant information

Name: First	Middle	Last	Birth date	Social security #
<input type="text"/>				
Email address:	Home phone	Cell phone	Driver's license #	
<input type="text"/>				
All other occupants (under 18):	Birth date	Relationship to applicant		
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Rental history

Current residence

Address	City	State	ZIP
<input type="text"/>			
Monthly rent	Dates of residency (From/To)	Reason for moving	
<input type="text"/>			
Owner/Manager's name	Phone number		
<input type="text"/>			

Previous residence

Address	City	State	ZIP
<input type="text"/>			
Monthly rent	Dates of residency (From/To)	Reason for moving	
<input type="text"/>			
Owner/Manager's name	Phone number		
<input type="text"/>			

Employment history

Current employer

Occupation		
<input type="text"/>		
Employer address	Employer's phone	Dates of employment
<input type="text"/>		
Name of supervisor	Monthly pay	
<input type="text"/>		

Previous employer

Occupation		
<input type="text"/>		
Employer address	Employer's phone	Dates of employment
<input type="text"/>		
Name of supervisor	Monthly pay	
<input type="text"/>		

Credit history

	Bank/Institution	Balance on deposit or Balance owed
Checking account	<input type="text"/>	<input type="text"/>
Savings account	<input type="text"/>	<input type="text"/>
Credit card	<input type="text"/>	<input type="text"/>
Auto loan	<input type="text"/>	<input type="text"/>
Additional debt:	<input type="text"/>	<input type="text"/>

References

Name	Phone Number	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

General information

Have you ever been late or delinquent on rent? Yes No

Have you ever been party to a lawsuit? Yes No

Do you smoke? Yes No

Do you have any pets? Yes No

If yes, list type, breed, weight, and age.

If yes to any of the above, please explain why.

Why are you moving from your current address?

Is there anything negative in your credit or background check you want to comment on?

Additional questions:

[Application Fee Paid Online](#)

Agreement & Authorization

By signing this application, I verify that the statements in this application are true and correct. I authorize the use of the information and contacts provided to complete a credit, reference, and/or background check. I understand that false or lack of information may result in the rejection of this application.

Signature of applicant: Date: