



Portland Housing Bureau

Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

portlandoregon.gov/phb/rso

Rental Services Helpdesk Hours

MON, WED, FRI 9–11am and 1–4pm

Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice with application forms for the rental of a dwelling unit.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the rental unit advertising and application process.

Applicants are strongly encouraged to submit supplemental information to offset any reasons that could lead to denial. In the event of denial, applicants have the right to appeal the decision within 30 days.

Applicants are strongly encouraged to review their rights before submitting an application.

City requirements address the following landlord tenant topics: advertising and application process screening, security deposits, depreciation schedules, rental history, notice rights, and rights for relocation assistance.

The City of Portland city code, rules, required notices and forms are listed below, and are available at: [portland.gov/rso] or by contacting the Rental Services Office at (503) 823-1303 or rentalservices@portlandoregon.gov.

Residential Rental Unit Registration

- Portland City Code 7.02.890

Application and Screening Requirements

- Portland City Code 30.01.086
- Rental Housing Application and Screening Administrative Rule
- Statement of Applicant Rights and Responsibilities Notice
- Right to Request a Modification or Accommodation Notice
- Rental Housing Application and Screening Minimum Income Requirement Table

Security Deposit Requirements

- Portland City Code 30.01.087
- Rental Housing Security Deposits Administrative Rule
- Rental History Form
- Notice of Rights under Portland's Security Deposit Ordinance



Mandatory Renter Relocation Assistance

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process Administrative Rule
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory Relocation Assistance
- Relocation Exemption Application Acknowledgement Letter (If applicable)



If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.

Regency Property Management, Inc. - Application Disclosure

Regency Property Management does not discriminate based on: Race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning fair housing.

General Application Requirements:

- Each person 18 and over must fill out a separate application
- Valid phone numbers and email addresses are required for each applicant
- For multiple applicants/Roommates, all applications must be received within 24 hours, otherwise will be considered incomplete. In this case, other applicants could be considered
- A \$45.00 processing fee is required and non-refundable for each submitted application
- No application will be processed without a processing fee
- All intended residents MUST be listed
- Applicant must be able to enter a legal and binding contract.
- The denial of one applicant will result in the denial of the entire application.
- ALL animals of any size, kind or type must be disclosed and photo submitted to RPM. Breed restrictions apply to dogs. Proper documentation must be supplied with application for any companion or service animal
- All vehicles of any size, kind or type must be disclosed.

The applicant is hereby notified of the following procedures and policies:

- If you are applying for a property prior to viewing the interior, please be advised that the following procedures still apply. We cannot guarantee that you will be able to view the interior of a home prior to its posted availability date.
- Applicants must have current identification in the form of driver's license, state ID, military ID, or passport. A copy of ID must be submitted during the application process
- Any false information given will be grounds for denial of an application.
- Applications are generally processed in 2-3 business days. If information is unable to be verified within 72 hours, the application will be denied, and Regency Property Management reserves the right to process a back-up application.
- The processing fee is NON-REFUNDABLE, once submitted.
- RPM and/or the owner must approve all pets, and IF a pet is allowed, an increase to the deposit is required for each pet, whether they are an "INSIDE OR OUTSIDE" animal. Please ensure to discuss your animal(s) PRIOR to submitting your application.
- Proof of Renters Insurance that specifically states that it covers damages caused by animals is required prior to move in date.
- Qualifying is based on income, credit, landlord history or home ownership and background court records.
- Written and verifiable documentation must be supplied for income; Proof of income can include, but is not limited to: Current paystubs, W-2's, employment offer letters, financial aid, or tax returns if self-employed. Three consecutive months of bank statements showing ending balance is no less than three times the monthly rent amount can be considered in place of employment income.
- Monthly income must be 2 times the monthly stated rent, or 2.5 times the monthly stated rent if the monthly rent amount is below the maximum monthly rent for a household earning no more than 80 percent of the median household income published and updated yearly
- If applicant will be using local, state or federal housing assistance as a source of income, income qualification amount is based on the portion of the rent that will be payable by applicant and excludes any portion of the rent that will be paid through the assistance program.
- Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a habitable room that is intended to be used primarily for sleeping purposes, contains at least 70 square feet and is configured so as to take the need for a fire exit into account.) The general rule is two persons are allowed per bedroom. Owner/Agent may adopt a more liberal occupancy standard based on factors such as size and configuration of the unit, size and configuration of the bedrooms, and whether any occupants will be infants
- Rental history that reflects an outstanding balance, negative reference or refuses to give a reference will result in denial of application.
- Credit report that reflects an unresolved balance to a landlord will result in denial of application.

If your application is approved:

- Regency will supply the Agreement to Execute Rental Agreement Form to applicant. Once form is signed and returned to Regency within 24 hours, then
- 50% of the total security deposit must be paid in full with certified funds (cashier’s check or money order) and rental agreement signed and returned within two business days whether or not you have viewed the interior of the property.
- If any of the above steps are not completed within time stated, Regency reserves the right to issue letter of denial and process next application in line
- Occupancy is required within 2 (two) weeks of approval and availability of the property.

If your application is denied:

- If your application is denied and you would like to be re-evaluated, you can request a review in writing to: Equal Housing Opportunity Manager, Regency Property Management, Inc., 250 NE 181st Avenue, STE 202, Portland, OR 97230. Your application will be reviewed, and you will be notified of the outcome. If your application was denied due to adverse credit reporting, contact the credit reporting agency listed on your denial letter.

Disabled Accessibility Statement:

- Regency Property Management, Inc. allows existing premises to be modified for disabled tenants. Please inquire to our office for guidelines and requirements prior to making any modifications.

Other important disclosures:

- All properties are SMOKE and GROW FREE.
- Pets are subject to breed restrictions. Increase to the security deposit will be required if your animal is approved. Minimums are as follows: \$250.00 per cat, \$500+ per dog, \$150 per caged animal (rabbits, guinea pigs, etc.)
- If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

City of Portland Applicant Disclosure:

- City of Portland has separate and distinct Applicant Rights and Responsibilities. All potential City of Portland tenants must read and acknowledge their Rights and Responsibilities under Portland City Code 30.01.085, 30.01.086 and 30.01.087
- The City of Portland city code, rules, required notices and forms are available at Portland.gov/rso or by contacting the rental services office at 503.823.1303

Fee disclosure as required by Oregon Landlord Tenant law:	
Early Lease termination Fee	1.5 times monthly rent
Late Rent Payment Fee	100.00 per occurrence
Dishonored Check Fee	\$35 (\$25.00 plus applicable bank charges)
Smoke/Carbon Monoxide Detector Tampering Fee	\$250
Non-compliance fees	\$50 per occurrence
Applicant Screening Fee	\$45

Property to Rent:	
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By signing below, applicant is certifying that they have read all the above notifications and policies and understand their rights and responsibilities.

Applicant

Date

Regency Property Management, Inc. RENTAL APPLICATION

The following information on this page is required to process the application					
Full Name		Other last names:			
Contact Phone:		Birth Date:			
Work phone:		Social Sec. #			
Email Address:		Driver's License:			
Please answer all of the following questions:					
Pet or Service Animal? (Yes) (No) If so, how many?			List type & weight (vet records required):		
Do you have any water filled furniture? What type?					
Have you been convicted of a felony?			If so, when & why:		
Have you ever declared bankruptcy?			If so, when & why:		
Have you ever been evicted?			If so, when & why:		
Have you ever refused to pay rent?			If so, when & why:		
Ownership Or Landlord History (Min 2 years verifiable reference required)					
Current Address:			Previous Add:		
Current City:			Previous City:		
Current State/Zip:			Previous State/Zip:		
Monthly Rent:			Monthly Rent:		
Rent or Own?			Rent or Own?		
How Long?			How Long?		
Landlord name			Landlord name		
Landlord #:			Landlord #:		
Reason for leaving:			Reason for leaving:		
Income: (please supply documentation for income – 2 months recent paystubs, offer letter or 2 mo full bank statements)					
Income Source:			Total Income Monthly:		
Current Employer:			Supervisor name:		
Employer Wk. Ph:			# Of years employed:		
Human Resources #:			Position:		F/T or P/T
Work Address:			Salary per month:		
Other Income:			Amount:		
Vehicle Information: (List all cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)					
# Of Vehicles			Make & License #		
List names (first & last) and ages of all prospective tenants, INCLUDING YOURSELF:		1. _____		2. _____	
		3. _____		4. _____	
		5. _____		6. _____	

I certify that the above information is complete and correct and hereby authorize you to do a credit check, obtain an investigative consumer report and make any other inquires you feel necessary to evaluate my tenancy and credit standing. I/WE understand that giving incomplete or false information is grounds for rejection of the application. If any information supplied on this is later found to be false, this is grounds for termination of tenancy.

By signing this document I understand that the non-refundable screening fee of in exchange for the investigative services provided by Background Investigations, inc and that the landlord may subsequently obtain an Investigative Consumer Report which includes the checking of the applicant's credit, income, employment, rental history and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided for under Section 606 §1681 d(b) of the federal Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the owner/agent by the screening company or the credit bureau as well as a complete and accurate disclosure of the nature and scope of the investigation. The name/address of the screening service is Background Investigations, Inc, 27600 SW 95th Ave. Suite #100 Wilsonville, OR 97070.

If the application is approved, applicant(s) will have 48 hours from the time of notification to either execute a rental agreement and make all deposits requires thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicant(s) fail to occupy the unit. If applicant(s) fail to timely take the steps required above, they will be deemed to have refused the unit and the next applicant for the unit will be processed.

Signature		Date:	
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PLEASE SUBMIT APPLICATION TO:
Regency Property Management, Inc

250 NE 181st Ave, STE 202
Portland, OR 97230

BUS: (503) 670-7739
FAX: (503) 665-5150