

I'M READY TO APPLY!

STEP 1 APPLYING:

- Review the Rental Screening Criteria available at LivingRoomRentals.com
 - Complete the online application from the Rental Listing on our website, LivingRoomRentals.com
 - Be prepared to provide:
 - \$50 Application Fee/Adult (18 yrs +)
 - Valid ID
 - Proof of Income. Valid documents include
 - Recent pay stub (YTD and tax info listed)
 - Formal monthly bank statements (3 consecutive months minimum), no screen shots please
 - Formal offer letter if within the first 60 day of employment or raise.
 - Previous year's tax documents (w-4, 1099 or 1040)
 - Financial aid/scholarship award letter
 - Court assigned child support or alimony documents
 - Housing vouchers or assistance documents
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STEP 2 PROCESSING THE APPLICATION:

- Applications are time stamped. Once all valid documents and all related applications are submitted your application will be considered.
 - Applications will be processed by the Administrative Coordinator, Kylie Phillips. She will reach out to confirm a move in date and request additional information if needed.
 - Applications are processed in 1-3 business days by Background Investigations, a 3rd party screening company. To dispute results of your screening please contact BI directly. (503) 639-6000
 - To speed up the process it's helpful to prepare your former landlords that we will be contacting them to verify rental history
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STEP 3 APPLICATION APPROVED:

- Once the application is approved Kylie will send you an email outlining your next steps. Be prepared to:
 - Activate your Tenant Portal and pay the security deposit within 24- hours of approval to ensure the home is being held (Deposits for pets are not due until move in day).
 - Deposits for Owner Managed homes must be delivered to one of 4 Portland LRPM offices within 24-business hours. Money orders made out to the homeowner in c/o Living Room Property Management.
 - Produce proof of Renter's Insurance.
 - Lock in the lease start date and appointment to receive your keys and perform a walk through with a Living Room Agent or the Property Owner.
 - Review and sign the Lease Packet within 72-hours of receipt.
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STEP 4 MOVE IN DAY:

- Pay the prorated rent and all additional deposits for pets deposits the Tenant Portal. Money orders will be required for all owner managed properties.
 - Meet the Living Room Agent or the Property Owner at your new home to perform a 30-minute walk through to document the condition of the home at move in. Feel free to take photos during this inspection.
 - **Enjoy your new home!**
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Rental Address: _____

Lease Terms: _____ **Move In Dates:** *Vacant homes must be occupied within 2 weeks of applying* _____

Security Deposit (OAC): _____ **Additional Deposit for pet(s):** _____

LRPM Managed _____ **Owner Managed** _____