



COLLEGE HOUSING NORTHWEST RENTAL APPLICATION

College Housing Northwest is a not-for-profit organization founded in 1969 by students to support students in the areas of housing, academic success, and personal development.

Apartment Requested: _____

Move-in Date Requested: _____

APPLICANT INFORMATION

Applicant Name:	Birth Date:
ID / Passport #:	Student ID:
Email:	Phone #:

CURRENT RESIDENCE

Address:	City:	State:	Zip:
Is this the address of a family member? Yes No If not a family member:	Relation:		
Landlord Name:	Landlord Phone #:		
Move-in Date:	Rental Amount:		

PREVIOUS RESIDENCE *(please skip if no previous residence)*

Address:	City:	State:	Zip:
Is this the address of a family member? Yes No If not a family member:	Relation:		

Landlord Name:	Landlord Phone #:
Move-in Date:	Rental Amount:

ADDITIONAL INFORMATION

Have you ever been convicted or pled guilty or no contest to any felony or misdemeanor?: Yes No	
If Yes, Where:	When:
Have you ever been evicted?: Yes No	
Names of any minors to be living with you: 1.	D.O.B.
2.	

APPROVAL CRITERIA

All applicants must be enrolled at a college or university at least half time, and meet (1) of the following criteria to be considered an eligible student:

1. *Current Undergraduate Student:* Applicant must have 45 or more Oregon State University credits at the time of application, or be able to gain 45 Oregon State University credits after their first full academic term.
2. *Current Graduate Student:* Applicant must be a registered Graduate Student with Oregon State University. No graduate-level credits are required at time of application.
3. *INTO Student:* Applicant must be a registered INTO-OSU student and not be mandated to live on-campus via the first-year live on requirement.
4. *Dependent/Partner of Eligible Student:* Applicant must be an eligible dependent or partner of a student. An additional roommate addendum must be completed.

CANCELLATION POLICY

At the time of application, College Housing Northwest requires a \$100 Lease Execution Deposit to Execute a Rental Agreement. When the applicant executes the lease, the Lease Execution Deposit will be applied to the total security deposit. College Housing Northwest shall have no liability to Applicant until such a time as both parties sign a rental agreement.

If an applicant chooses to cancel the application for housing, the applicant can receive a refund of the Lease Execution Deposit if cancellation occurs more than 45 days prior to the originally scheduled

move-in date. If cancellation is within 45 days of the originally scheduled move-in date, the Lease Execution Deposit will be assumed by College Housing Northwest to offset the cost of marketing and/or vacancy of the unit.

By initialling below, you are confirming that you understand the cancellation and refund policy.

Originally Scheduled Move-in Date: _____ Applicant Initials: _____

STUDENT STATUS VERIFICATION

College Housing Northwest requires that all residents be either enrolled students (at least half time) or the partner or dependent of an eligible student. CHNW will verify OSU student status through Oregon State University Housing and Dining Services or INTO-OSU. All other students will be required to provide an Enrollment Letter from their registrar’s office. Applications will not be approved without verification of enrollment.

EDUCATIONAL INFORMATION

Please check if you are the partner or dependent of an eligible student applicant

Name of School:	
Major:	ONID Username:
Current GPA:	Credits This Term:

Type of Degree:

- Certificate Program**
- Associates Degree
- Bachelor of Arts
- Bachelor of Science
- Master’s Degree
- Ph. D

Current Class Standing:

- Freshman
- Sophomore
- Junior Senior
- Post Bachelor
- Other

I plan to be enrolled in the following terms:

- Summer 20_____
 - Fall 20_____
 - Winter 20_____
 - Spring 20_____
-

I certify that the above information is correct and hereby authorize College Housing Northwest to verify my student status and make inquiries to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. Information supplied on this application that is later found to be false is grounds for termination of tenancy.
Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

X _____ (Applicant)
Date _____

X _____ (Agent or Owner)
Date _____

Picture Identification Verified (initials) _____ (Agent or Owner)
Time/Date Rec'd _____

Criteria for Residency

1. General Criteria

- a. State issued identification or passport is required.
- b. A complete and accurate application is required. Incomplete applications will be returned to the applicant for revision.
- c. Each applicant (over the age of 18) must qualify individually.
- d. Upon denial of a co-applicant's application, all other co-applications will be denied.
- e. Applicants must be able to enter into a legally binding agreement.
- f. Applicant providing inaccurate or falsified information will result in denial.
- g. If approved, the minimum security deposit is \$350.00.
- h. Applicant will be charged a non-refundable \$25.00 application fee.
- i. CHNW does allow for minors the age of 17 to sign the lease and they must individually qualify.

2. Student Status Criteria

- a. Applicant must be enrolled in an accredited higher education institution.
 - i. Applicant must be able to supply official documentation from their educational institution if requested.
 - ii. Student must have at least 45 credit hours with accredited higher education institution or be an INTO student that falls under certain criteria determined by the institution.
- b. Applicant must be enrolled in at least 8 credits (undergraduate) or 6 credits (graduate) per term. Or the necessary amount of credits to be considered half-time in their institution.
- c. Applicant must plan to be enrolled in an accredited institution for the duration of their stay.

3. Non Student Applicant Criteria

- a. Non-Student applicants must either be the dependent or partner (as defined by CHNW below) of a qualifying student applicant.
- b. Dependent: an individual under the age of 18 who is reliant on the eligible applicant for support. An individual of any age with a disability that necessitates reliance on the eligible resident for support.
- c. Partner: An Individual who identifies as being in a committed relationship with the eligible applicant.

4. Criminal Criteria

- a. A conviction, guilty plea, or plea of no contest to any of the following offenses will result in denial of your rental application:
 - i. Felony involving injury, assault, kidnapping, death, arson, rape, sex crimes including molestation, extensive property damage, drug related offenses including manufacturing and/or distribution, delivery or possession with the intent to sell, felony burglary or robbery at any time.
 - ii. Any other felony charge in which disposition or parole has occurred within the past seven years.
 - iii. Any misdemeanor involving assault, intimidation, sex, drugs, property damage or weapons charges in which release or parole has occurred within the past three years.
 - iv. Any misdemeanor involving criminal trespass, theft or prostitution in which release or parole has occurred in the past three years.
- b. CHNW reserves the right to trespass any applicant based on their criminal background report. *(Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of the pending charges.)*

5. Denial Policy

- a. If your application is denied due to negative and adverse information being reported by the screening company you may contact the screening company to receive a copy of the report or request a correction from the credit bureau.
 - i. Bemrose Consulting, 12655 SW Center St., Suite 540, Beaverton, OR 97005.
Phone: 503-419-6539 or 1-800-886-3365
- b. ***For information about submitting a request for reconsideration to the Appeals and Accommodations Committee, please contact the CHNW Leasing Office at info.gem@chnw.org or by phone at 541-713-7222***

College Housing Northwest has charged a screening charge to applicant set forth in the Criteria for Residency. Applicant screening entails the checking of the applicant's criminal court records and student status and may include information about Applicant's character, mode of living, and general reputation. Applicant has the right to dispute the accuracy of the information provided to College Housing Northwest by the screening company as well as complete accurate disclosure if the nature and scope of the investigation.