Oregon Rental Application

One application per adult applicant. Complete, sign and give a copy to the landlord.

Fill out this application online

Before submitting an Oregon application

Before paying a screening charge, obtain the landlord's written screening criteria and process, charge and refund terms, and required information about rent, deposits, insurance, availability and pending applications. This free form does not supply the property's own criteria or acknowledge receiving them.

For a covered Portland home, the two official city notices are included after this application and are available from Portland Housing Bureau. In Additional notes, you may voluntarily identify a mobility disability or other disability status, request an accommodation, or explain information you want considered. You may also provide supplemental evidence separately; do not include medical records here.

Portland's application timing, accessible-home priority and screening rules apply only within the city and have exceptions. Obtain the property's application instructions before sending. Preparing or downloading this form does not submit it or establish a place in line.

Keep this notice with the application. Complete the form on the next two pages.

ORS 90.295, 90.303, 90.304 and 90.306; Portland City Code 30.01.086. Five pages of Portland-only official notices follow the application.

Scan to fill online

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1. Rental home

Street address and unit (required)

City (required)

ZIP code (optional)

Preferred move-in date (optional)

Number of people who would live here (optional)

2. Applicant

Full name (required)

Email (email or phone required)

Phone (email or phone required)

Other adult applicants (optional)

3. Housing history

Current address (optional)

Current address - From (optional)

Current address - To (leave blank if still living here)

Current landlord or property manager (optional)

Current landlord phone or email (optional)

Previous address (optional)

Previous address - From (optional)

Previous address - To (optional)

Previous landlord or property manager (optional)

Previous landlord phone or email (optional)

Other housing history or context (optional)

Keep Social Security numbers, bank account details and copies of identification out of this application.

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4. Resources available for rent

Include lawful resources you want considered. Keep account and identification details out of this form.

Monthly amount available, in dollars (optional)

Employer or other source, if you wish to identify it (optional)

Job title or type of work (optional)

Employment start date (optional)

Additional information about paying rent (optional)

5. References and other details

List contacts who have agreed to be references. Assistance animals are not pets.

First reference name and relationship (optional)

First reference phone or email (optional)

Second reference name and relationship (optional)

Second reference phone or email (optional)

Pet details (optional)

Additional notes for the property manager (optional)

6. Vehicles and parking (optional)

Parking spaces requested

Vehicle year, make, model and color

7. Applicant certification and signature

I confirm that the information I provided is accurate to the best of my knowledge.

This is an application for consideration. It does not authorize a consumer report or create a lease or payment agreement.

Date signed

Applicant signature

Scan to fill online

Portland Housing Bureau

1900 SW 4th Avenue, Suite 7007 • Portland, OR 97201
PHONE 503-823-1303 • FAX 503-865-3260
RentalServices@PortlandOregon.gov
Portland.gov/RSO

Rental Services Helpdesk Hours
MON, WED, FRI 9-11 am 1-4 pm

Right to Request a Modification or Accommodation Notice

Required Under Portland City Code Title 30.01.086.C.3.B

For residential rental units within Portland city limits, a Landlord is required to include this notice with application forms for the rental of a dwelling unit.

State and federal laws, including **the Fair Housing Act,** make it illegal for housing providers to refuse to make **reasonable accommodations** and **reasonable modifications** for individuals with disabilities. All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through to termination/eviction.

Some examples of reasonable accommodations include:

- Assigning an accessible parking space
- Transferring a Tenant to a ground-floor unit
- Changing the rent payment schedule to accommodate when an individual receives public benefits
- Allowing an applicant to submit a housing application via a different means
- Allowing an assistance animal in a "no pets" building. More information about assistance animals is available here: https://www.hud.gov/program_offices/fair_housing_equal_opp/assistance_animals

Some examples of reasonable modification include:

- Adding a grab bar to a Tenant's bathroom
- Installing visual smoke alarm systems
- Installing a ramp to the front door

Under Fair Housing laws, a person with a disability is someone:

- With a physical or mental impairment that substantially limits one or more major life activities of the individual;
- With a record of having a physical or mental impairment that substantially limits one or more major life activities of the individual; or
- Who is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Major life activities include, but are not limited to seeing, walking, reaching, lifting, hearing, speaking, interacting with others, concentrating, learning, and caring for oneself.

Reasonable Accommodations

A Reasonable Accommodation is a change or exception to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. This includes public use and common spaces or fulfilling their program obligations. Any change in the way things are customarily done that allows a person with a disability to enjoy housing opportunities or to meet program requirements is a Reasonable Accommodation.

All housing or programs are required to make Reasonable Accommodations**. *Housing providers may not require persons with disabilities to pay extra fees or deposits or any other special requirements as a condition of receiving a Reasonable Accommodation*.**

Reasonable Modifications

A Reasonable Modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Reasonable Modifications can include structural changes to interiors and exteriors of dwellings and to public use and common areas.

Under federal law, public housing agencies, other federally assisted housing providers, and state or local government entities are required to provide, and pay for, structural modifications as reasonable accommodations/modifications. For private housing, the person requesting the Reasonable Modification may be required to cover the costs of the modification.

Verification of Disability

In response to an accommodation or modification request, and only when it is necessary to verify that a person has a disability that is not known or apparent to the housing provider, the housing provider may ask an applicant/Tenant to provide documentation from a qualified third party (professional) to demonstrate that the applicant or Tenant has a disability that results in one or more functional limitation.

A housing provider cannot inquire into the nature or extent of a known or apparent disability or require that an applicant or Tenant release his or her medical records. Housing providers can require that the verification come from a qualified professional, but they cannot require that it be a medical doctor.

Nondiscrimination laws cover applicants and Tenants with disabilities, as well as applicants and Tenants and without disabilities who live or are associated with individuals with disabilities. These laws also prohibit housing providers from refusing to rent to persons with disabilities, making discriminatory statements, and treating persons with disabilities less favorably than other Tenants because of their disability.

Under Fair Housing laws, it is illegal for a housing provider to deny reasonable accommodations and reasonable modifications to individuals with disabilities. If you have been wrongfully denied an accommodation or modification, contact HUD or the Fair Housing Council of Oregon. Time limits apply to asserting any legal claims for discrimination.

Call HUD toll-free at 1-800-669-9777 or TTY 1-800-927-9275 or visit https://www.hud.gov/program_offices/fair_housing_equal_opp/complaint-process

HUD will investigate at no cost to the complainant.

For more information about reasonable accommodations and modifications visit www.hud.gov/program_offices/fair_housing_equal_opp/reasonable_accommodations_and_modifications

Call the Fair Housing Council of Oregon at (503) 223-8197 ext. 2 or http://fhco.org/index.php/report-discrimination.

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
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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.

Portland Housing Bureau

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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 of a Residential Dwelling Unit 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 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, rental history, notice rights, and rights for relocation assistance. Note that requirements and restrictions specified in Portland City Code are in addition to, not instead of, the requirements and restrictions of applicable state and federal law.

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.

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 **Mandatory Renter Relocation Assistance**

- Portland City Code 30.01.085
- Mandatory Relocation Assistance Exemption Eligibility and Approval Process Administrative Rule
- Relocation Exemption Application Form
- Notice of Relocation Payment Form
- Tenant Notice of Rights and Responsibilities Associated with Portland Mandatory Relocation Assistance
- Relocation Exemption 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.

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