

Commonwealth Real Estate Services

18150 SW Boones Ferry Road

Portland, OR 97224

(503) 244-2300

(503) 768-4660 Fax

**APPLICANT SCREENING
FEE NOTICE AND RECEIPT****FORM
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NAME OF COMMUNITY: _____ DATE: _____

NAME OF APPLICANT(S): _____

An applicant screening fee* is charged to all prospective residents; applications must be completed by all potential occupants 18 years of age or older and emancipated or married minors. The charge is:

	Consumer Report	Out-of-State Criminal Required for residents living outside of Oregon in the last 5 years
Each Applicant	\$35.00	\$15.00

The application fee covers the cost of a consumer report which may provide information relating to applicant's credit and/or rental history, as well as any criminal background, etc.¹

If your application is denied because of information contained in a consumer report furnished to us by a consumer reporting agency, under the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report from the consumer reporting agency. You are entitled to dispute the accuracy or completeness of any information provided to the Community Management by a consumer reporting agency or criminal reporting agency. (In the case of denial(s), you will be provided the name, address, and toll-free phone numbers of the appropriate agencies.)

This will acknowledge payment by applicant(s) of the applicant screening fee of \$_____.

**This fee may include the cost of services and reasonable time spent obtaining information.*

This application will be denied upon failure to meet community's screening policy criteria and/or provide required documentation, as required by law. Upon denial, Community Management has no further obligation to consider it.

Signature of Community Manager

¹ The process that Community Management follows in screening the applicant includes the use of an applicant screening company, credit reports, public records or civil records and/or contacting employers, landlords or other references.