



RENTAL HOUSING ALLIANCE OREGON PROFESSIONAL MEMBERSHIP APPLICATION

BUSINESS NAME: _____

WEBSITE: _____

NAME: _____ **JOB TITLE:** _____

WORK: _____ **EXT** _____ **CELL:** _____

EMAIL: _____

NAME: _____ **JOB TITLE:** _____

WORK: _____ **EXT** _____ **CELL:** _____

EMAIL: _____

BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

FAX: _____

HOW DID YOU HEAR ABOUT US? **EVENT:** _____ **REFERRAL:** _____

Professional Membership <small>(Vendor/Active membership combined (Property Managers))</small>	ADD ADDITIONAL PREMIUM PACKAGE	Premium Membership Package <small>(in addition to regular membership)</small>
Annual Dues:\$225.00 <small>(Preferred service listing in Update newsletter both print & online. Business card sized ad included with membership for one month)</small>		Annual Dues: \$7.00 per year per unit (\$30.00 min)
Number of Rental Units _____ x \$1.50.....\$ _____ # Units <small>(Annual Dues + # of units not to exceed \$500)</small>		Number of Rental Units _____ x \$7.00.....\$ _____ # Units
Set Up Fee:\$50.00		Set Up Fee:\$35.00
TOTAL\$ _____		TOTAL\$ _____
TOTAL PROFESSIONAL MEMBERSHIP \$ _____ + TOTAL PREMIUM MEMBERSHIP \$ _____ = MEMBERSHIP TOTAL \$ _____		

I/We agree to abide by the By-laws and Code of Ethics of the Rental Housing Alliance Oregon.

Date: _____ **Signature:** _____

RHA Oregon Premium Membership

In addition to the Regular Rental Housing Alliance Oregon Membership, you now have the option to upgrade for additional benefits.

- ☞ Exclusive offers from Affiliate / Vendors
- ☞ Rentegration's Property Management Database
- ☞ Easy-to use, basic accounting software
- ☞ Unlimited use of RHA Oregon online forms

Premium Membership Pricing:

One time Set Up Fee	Per Unit
\$ 35.00	\$ 7.00/year (minimum \$30)

Key RHA Oregon Benefits	Non Member	Standard Membership	Premium Membership
Staffed office open Monday-Friday, 9am-5pm.	✓	✓	✓
Access to monthly dinner networking & educational meetings	✓	✓	✓
Rental forms created, printed and continuously updated by attorneys	✓	✓	✓
Annual social and networking gatherings		✓	✓
Deep discount on printed forms, seminars & classes		✓	✓
Tenant Screening - Discounted services online 24 hours a day.		✓	✓
Free Notary Service – Monday – Friday, 9am – 5pm. Call for an appointment.		✓	✓
Legislative representation to voice landlord concerns in Salem, and provide preview of proposed legislation.		✓	✓
Monthly "Rental Alliance Update" Newsletter		✓	✓
Exclusive offers from Affiliate/Vendor Members			✓
Easy-to-use, basic accounting software			✓
Online Property Management Database			✓
Unlimited use of online RHA Oregon Forms			✓



Welcome to Rental Housing Alliance Oregon!

We hope you take advantage of these exciting membership benefits:

MARKETING OPPORTUNITIES

Dinners: Held monthly except in August (Picnic) & July (Starry Night Event)

VENDOR SPEAKER- 10 minute presentation. All Vendor/Professional members are eligible to be the Vendor Speaker at a dinner meeting. Contact the Dinner Committee Chair at doug_moe@hotmail.com to schedule a time.

DOOR PRIZES- Provide an unwrapped gift for raffle drawing and attach your business card.

SPONSOR PART OR ALL OF A DINNER MEETING- As a Dinner Meeting Sponsor you will be honored in the preceding Update newsletter.

BROCHURE DISPLAY- Display your company information on a table at the dinner meeting.

Quarterly Publication:

BUSINESS CARD SIZED AD- Included for one (1) month!

LOW COST ADS- available for purchase. Our low cost advertising rates and exposure to your best prospects make the *Update* newsletter one of your best advertising buys.

ARTICLE- Submit an article on a relevant industry topic for publication.

RECEIVE THE *UPDATE* newsletter MONTHLY by email.

Website: 24/7 Preferred Service Guide listing.

LINK- Your web page to ours for easy connection by our members.

ADDITIONAL BENEFITS

Volunteer Opportunities: Be seen by prospective customers by volunteering at our Dinner Meetings, Picnic, Starry Night and other regular events.

Attorney drawn rental forms: Members get deep discount off of all forms and books.

Savings on Tenant Screening: Quick and convenient screening solutions for all residential owners and managers. Run online 24 hrs daily, 7 days a week at your convenience. Report costs are automatically posted to your interest-free account. (Additional process required to get set up for tenant screening privileges.)

Attend our dinner meetings on the 3rd Wednesday of each month: Always at a different location around the metro area. Here you can network with other landlords and vendors of the rental housing industry. Also we have a highlighted speaker who shares their rental industry knowledge on a subject that is always of importance to the rental housing industry.

Receive a monthly subscription to the *Update* Newsletter: The Update, our newsletter, contains up-to-date information on landlord/tenant issues and legislative information.

Access Current Legislative Information: If we do not have the answers, we will direct you to those who do.

RHA OFFICE TEAM:

Ron Garcia-Executive Director

Cari Pierce-Office Manager/Bookkeeper

Diana Lindemann- Mentor Coordinator

Alma Martinez- Administrative Assistant

Patrick Hey-Bookkeeper

10520 NE Weidler, Portland, OR 97220 ~ P: 503-254-4723 ~ F: 503-254-4821

www.rhaoregon.org



WELCOME RENTAL HOUSING ALLIANCE OREGON MEMBER!!!!

Important information pertaining to our office phone tree.

We are a small office with a full time Director of Operations, full time Administrative Assistant, a part-time bookkeeper, a remote helpline coordinator, and a part-time remote Executive Director.

To assist you in making calls to RHA Oregon. Please leave a detailed message on the voice mail in which you are calling. A detailed message consists of Name, first and last, member status, phone number and reason for calling. A RHA Oregon representative will get back to you as soon as they can. Please be patient as some call back times can take up to 24 hours.

The following is a list of our phone tree lines;

FORMS HELPLINE- Here you can place orders for forms to either be shipped to you or available for pick up in our NE Portland location. Forms can also be purchased for download online or hardcopy shipped/next business day pick up at the office (Monday- Thursday 9am-4pm).

Dial ext. 1

LANDLORD HELPLINE- Here you can speak to a volunteer mentor (either a long term landlord in Oregon or a licensed property manager. Leave a detailed message and a mentor will get back to you.

Dial ext. 2

REGISTRATION HOTLINE- Here you can leave a message to register to one of our upcoming events. Leave a detailed message and a representative will return your call to confirm your registration.

Dial ext. 3

BOOKKEEPER- Here you can pay your bill over the phone, make an inquiry as to an invoice/ statement or account balance. Bookkeeper is available on Monday & Wednesday)

Dial ext. 105

EXECUTIVE DIRECTOR OF PUBLIC POLICY- Here you can inquire as to upcoming law changes, and what is happening at the legislative level.

Dial ext. 104

GENERAL INQUIRES- Dial ext. 0



ADVERTISE IN THE RENTAL ALLIANCE UPDATE

Your best advertising buy

- You reach 2,000 + LANDLORDS & PROPERTY MANAGERS Your best prospects.
- Substantial discount for One Year (25%) contract or 3 Month (10%)
- Space available throughout the newsletter.
- Easy to place ad by email or USPS.
- You support RHA Oregon.
- Space available for all size ads from business card size to full page.
- Insert Advertising Flyer into any issue.



FOR MORE INFORMATION
CONTACT RHA OREGON OFFICE
AT 503-254-4723ext. 107
OR EMAIL specialprojects@rhaoregon.org

RENTAL HOUSING ALLIANCE OREGON MARKETING SERVICES AGREEMENT

RHA Affiliate Company Name: _____

Marketing Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____



Billing Preference: RHA Account Credit Card (call office with info)

Automatically renew contract? RHA Account RHA Account

Approving Affiliate Signature: _____ Date: _____

Marketing Opportunity	Level	Price	Qty	Dates	Discount*	Total/Mo
Coffee Service for the Office**	Monthly	100.00				
Dedicated Email to membership**	Weekly	250.00				
Shared Email to membership**	Weekly	100.00				
Web Banner Ad (run of site)	Monthly	250.00	NOT YET AVAILABLE			
Rental Alliance Update Magazine:						
Back Cover (8"h x 7.5"w)	Color	650.00				
Full Page (10.5"h x 8"w)	Color	550.00				
Full Page (10.5"h x 8"w)	Black/White	400.00				
Half Page (10.5"h x 3.5"w or 5"h x 7.5"w)	Color	400.00				
Half Page (10.5"h x 3.5"w or 5"h x 7.5"w)	Black/White	250.00				
Quarter Page (5"h x 3.5"w)	Color	200.00				
Quarter Page (5"h x 3.5"w)	Black/White	175.00				
Business Card Size Ad (2"h x 3.5"w)	Color	100.00				
Business Card Size Ad (2"h x 3.5"w)	Black/White	90.00				

TERMS & CONDITIONS:

Deadlines are the 10th of each month for new ads or edits.

Delivery methods: By e-mail to info@rhaoregon.org or CD-ROM. Ads are 'non-bleed', images flattened (if possible).

Acceptable formats for print ads: PDF, JPEG, WORD DOC. Invoices are sent monthly.

***DISCOUNTS:**

Print ads only: Receive a 10% discount for 3+ month commitment, 25% discount for 1 year commitment.

****ELECTRONIC MARKETING SPECS:**

Coffee Sponsorship: Full 8.5x11" page sign on counter + logo/photo for Update ad. Dedicated Email: 250 words, 3 images, 5 links. Shared Email: 50 words, 1 image & 1 link. Web Banner: TBD.

Questions on this form, or definitions of the marketing services listed above, please contact RHA Oregon at 503/254-4723 ext 107 or specialprojects@rhaoregon.org



Quick and convenient National Tenant Network **TENANT SCREENING REPORTS
Membership and approved SERVICE AGREEMENT required.**

ONLINE SCREENING IS AVAILABLE 24 hours a day, 7 days a week (criminal history in Oregon & Washington, employment verification and landlord verification reports can only be processed online Mon-Fri 9:00am-5:00pm.)

Attend one free hour-long class and use your computer to order and retrieve credit, criminal history and other tenant screening information quickly and easily at home or office. Please call our office for registration and times.

National Tenant Network 503-635-1118 F. 503-635-9392

DECISION POINT (Includes Tenant performance/eviction history, Public records search and Credit Score)	\$23.00 each
Decision Point COMBO REPORT (Includes Tenant performance/eviction history, Public records search, Credit Score & Oregon/Washington Criminal)	\$35.00 each
CREDIT REPORT (Must Qualify)	\$11.00 each
DECISION POINT PLUS (Tenant Performance and credit score when ordered with CREDIT REPORT)	\$26.00 each
EMPLOYMENT VERIFICATION (Application to rent required)	\$11.00 each
LANDLORD VERIFICATION (Application to rent required)	\$11.00 each
CRIMINAL HISTORY (Oregon/Washington) (Includes violations through Federal offenses such as sex offender records)	\$15.00 each
NATION WIDE CRIMINAL REPORT (Includes information from 50 States)	\$20.00 each
NATIONWIDE SEX OFFENDER SEARCH	\$10.00 each
COUNTY CRIMINAL SEARCH (Any single county criminal search in a county anywhere in the US. For those states not included in nation wide criminal report. Surcharges could apply; standard processing time is 1-2 weeks)	\$13.00 each plus surcharge
TENANT PERFORMANCE (Eviction History)	\$ 11.00 each
SOCIAL SECURITY VERIFICATION	\$ 5.00 each



105 NE Weidler
 Portland, OR 97220
 ~P: 503-254-4723
 ~F: 503-254-4821

Membership Name:
 Order Placed By:
 Address:
 Phone:

City State Zip

#	Form Description	Member		Non-Member		Qty	#	Form Description	Member		Non-Member		Qty
		10	50	10	50				10	50	10	50	
RENTING THE UNIT													
101	Applicant Criteria/Policies (9/14)	5.00	10.00	15.00	30.00		212	Deposit Refund Checklist (9/12)	5.00	10.00	15.00	30.00	
101	Applicant Criteria/Policies NCR	10.00	20.00	30.00	60.00		212	Deposit Refund Checklist NCR	10.00	20.00	30.00	60.00	
102	Application to Rent (4/19)	6.80	13.60	20.40	40.80		213	Addendum (5/11)	5.00	10.00	15.00	30.00	
103	Screening Charge Receipt (5/11)	4.00	8.00	12.00	24.00		213	Addendum NCR	10.00	20.00	30.00	60.00	
103	Screening Charge Receipt NCR	8.00	16.00	24.00	48.00		215	Parking Agreement (5/11)	5.00	10.00	15.00	30.00	
104	Application Verification (5/11)	5.00	10.00	15.00	30.00		215	Parking Agreement NCR	10.00	20.00	30.00	60.00	
105	Application Denial (1/14)	5.00	10.00	15.00	30.00		216	Annual Recycling Notice (6/10)	4.00	8.00	12.00	24.00	
105	Application Denial NCR	10.00	20.00	30.00	60.00		216	Annual Recycling Notice NCR	8.00	16.00	24.00	48.00	
201	Lead Base Paint - w/booklet (5/11)	1.50 each		3 each			217	Yard Care Addendum (7/10)	4.00	8.00	12.00	24.00	
202	Deposit to Hold (4/16)	5.00	10.00	15.00	30.00		217	Yard Care Addendum NCR	8.00	16.00	24.00	48.00	
202	Deposit to Hold NCR	10.00	20.00	30.00	60.00		218	Sattellite Addendum (5/11)	5.00	10.00	15.00	30.00	
THE RENTAL CONTRACT													
203	Rental Agreement (4/19)	10.00	20.00	30.00	60.00		218	Sattellite Addendum NCR	10.00	20.00	30.00	60.00	
203	Rental Agreement NCR	15.00	30.00	45.00	90.00		219	Safety Notice (5/11)	5.00	10.00	15.00	30.00	
204	Co-Signer Agreement (5/11)	5.00	10.00	15.00	30.00		219	Safety Notice NCR	10.00	20.00	30.00	60.00	
204	Co-Signer Agreement NCR	10.00	20.00	30.00	60.00		221	Marijuana Addendum (1/16)	4.00	8.00	12.00	24.00	
211	Rules & Regulations (1/14)	7.10	14.20	21.40	42.80		221	Marijuana Addendum NCR	8.00	16.00	24.00	48.00	
211	Rules & Regulations NCR	14.20	28.40	42.80	85.60		222	Pest Control Addendum (4/19)	5.00	10.00	15.00	30.00	
209	Move In & Out Condition (5/11)	5.00	10.00	15.00	30.00		222	Pest Control Addendum NCR	10.00	20.00	30.00	60.00	
209	Move In & Out Condition NCR	10.00	20.00	30.00	60.00		MANAGING THE TENANCY						
							214	Temporary Occupancy (1/14)	5.00	10.00	15.00	30.00	
							214	Temporary Occupancy NCR	10.00	20.00	30.00	60.00	
							230	Guest Registration (1/14)	4.00	8.00	12.00	24.00	
							230	Guest Registration NCR	8.00	16.00	24.00	48.00	
205	Pet Agreement (1/14)	5.00	10.00	15.00	30.00		220	Add/Remove Roommate (9/12)	5.00	10.00	15.00	30.00	
205	Pet Agreement NCR	10.00	20.00	30.00	60.00		220	Add/Remove Roommate NCR	10.00	20.00	30.00	60.00	
239	Assistance Animal Agreement (5/11)	5.00	10.00	15.00	30.00		225	Notice of Intent to Enter (5/11)	4.00	8.00	12.00	24.00	
239	Assistance Animal Agreement NCR	10.00	20.00	30.00	60.00		225	Notice of Intent to Enter NCR	8.00	16.00	24.00	48.00	
206	Smoking Policy (4/16)	4.00	8.00	12.00	24.00		226	Notice of Rent Increase (4/19)	5.00	10.00	15.00	30.00	
206	Smoking Policy NCR	8.00	16.00	24.00	48.00		226	Notice of Rent Increase NCR	10.00	20.00	30.00	60.00	
207	Smoke Detector Acceptance (1/16)	4.00	8.00	12.00	24.00		227	Partial Payment Agreement (5/11)	4.00	8.00	12.00	24.00	
207	Smoke Detector Acceptance NCR	8.00	16.00	24.00	48.00		227	Partial Payment Agreement NCR	8.00	16.00	24.00	48.00	
208	CO Detector Acceptance (7/10)	4.00	8.00	12.00	24.00		229	Rent Payment Agreement (5/11)	4.00	8.00	12.00	24.00	
208	CO Detector Acceptance NCR	10.00	20.00	30.00	60.00		229	Rent Payment Reminder (5/11)	4.00	8.00	12.00	24.00	
207/208	Smoke/CO Detector Combo (1/16)	5.00	10.00	15.00	30.00		229	Rent Payment Reminder NCR	8.00	16.00	24.00	48.00	
207/208	Smoke/CO Detector Combo NCR	10.00	20.00	30.00	60.00		231	Request for Maintenance (5/11)	4.00	8.00	12.00	24.00	
210	Mold Addendum (5/11)	6.80	13.60	20.40	40.80		231	Request for Maintenance NCR	8.00	16.00	24.00	48.00	
210	Mold Addendum NCR	14.20	28.40	42.80	85.60			More forms on other side					

