



# RENTAL HOUSING ALLIANCE OREGON ACTIVE MEMBERSHIP APPLICATION

**NAME:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**WORK:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**WORK:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

HOW DID YOU HEAR ABOUT US?  **EVENT:** \_\_\_\_\_  **REFERRAL:** \_\_\_\_\_

<p><b>Active Membership</b></p> <p><b>1-4 units</b></p> <p style="text-align: right;"><b>Annual Dues:</b> .....\$135.00</p> <p style="text-align: right;"><b># of Units</b> _____</p> <p><b>Set Up Fee:</b> .....\$50.00</p> <p style="text-align: right;"><b>TOTAL\$</b> _____</p>	<p><b>Active Membership</b></p> <p><b>5 or more Units</b></p> <p style="text-align: right;"><b>Annual Dues:</b> .....\$135.00</p> <p style="text-align: right;"><b>PLUS Number of Rental Units</b> _____ x \$1.50.....\$ _____</p> <p><small># Units (Annual Dues + unit charge not to exceed \$500)</small></p> <p><b>Set Up Fee:</b> .....\$50.00</p> <p style="text-align: right;"><b>TOTAL\$</b> _____</p>	<p><b>ADD ADDITIONAL PREMIUM PACKAGE</b></p>	<p><b>Premium Membership Package</b> <i>in addition to Active membership</i></p> <p><b>Annual Dues:</b> \$7.00 per year per unit (\$30.00 min)</p> <p style="text-align: right;">_____ x \$7.00..... \$ _____</p> <p><small># Units</small> _____</p> <p><b>Set Up Fee:</b> .....\$35.00</p> <p style="text-align: right;"><b>TOTAL\$</b> _____</p> <p><small>SEE REVERSE FOR ADDITIONAL INFORMATION ON PREMIUM MEMBERSHIP</small></p>
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TOTAL ACTIVE MEMBERSHIP \$ \_\_\_\_\_ + TOTAL PREMIUM MEMBERSHIP \$ \_\_\_\_\_ = TOTAL MEMBERSHIP \$ \_\_\_\_\_

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 ACTIVE OR PROFESSIONAL Rental Housing Alliance Oregon Membership, you now have the option to upgrade for additional benefits.

- ☞ Exclusive offers from 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	Active 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.		✓	✓
Legislative representation to voice landlord concerns in Salem, and provide preview of proposed legislation.		✓	✓
Quarterly "Rental Alliance Update" Newsletter		✓	✓
Exclusive offers from 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:

- **Your voice heard:** State and local legislative representation, advocating for your rights as a rental property owner or manager. Paid lobbyist. Members of the Good Landlord PAC.
- **Legislative Updates:** RHA Oregon is regularly called on by State and Local Lawmakers to attend legislative workgroups, testimony and input as new bills and regulations are presented. Important changes to Tenant/Landlord law are immediately posted on our website, and through our channels of classes, meeting, social media, blogs, and in print. We are the industry experts.
- **Education:** Offering a wide variety of monthly training programs and seminars; members get a significant discount on education. Live and Zoom classes held.
- **Member Support Groups:** “Landlords helping Landlords” by phone or email to our members’ Mentor Hotline and monthly Live and Zoom Mentor Roundtables provides experienced insights and answers. Landlord F.A.Q.’s posted online with links to relevant forms, documents, and relevant resources.
- **Attend our regular monthly membership meetings** Here you can network with other landlords and vendors of the rental housing industry. Also, we have a speaker who shares their rental industry knowledge on a subject that is always of importance to the rental housing industry.
- **Attorney drawn rental forms:** Updated as regulations change. Members get a discount off all forms and books. Tutorial videos available online to explain important features and best practices.
- **Savings on Tenant Screening:** Quick, convenient, and discounted screening solutions for all residential owners and managers. Run reports online 24 hrs. a day, 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.)
- **Receive a monthly subscription to the Update Newsletter:** The Update, our organization’s newsletter, contains up-to-date information on landlord/tenant issues and legislative information and published vendor guide. Received digitally monthly
- **Preferred Service Vendor Guide:** Published as well as listed on our website offering a multitude of goods and services to support your management needs.
- **Office and Conference Center:** Our friendly office team is available By Appointment 9am-4pm, Monday thru Thursday. Our conference center is fully equipped for classes and events, and also available to rent.

#### RHA OFFICE TEAM:

Cari Pierce-Director of Operations  
Diana Lindemann- Hotline Coordinator  
Patrick Hey-Bookkeeper

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

**[www.rhaoregon.org](http://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, a part-time bookkeeper, a remote helpline coordinator. 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; 503/254-4723

**FORMS HELPLINE-** Here you can place orders for forms to either be shipped to you or available for pick up at our NE Portland location. Forms can also be purchased for download online. Hardcopy forms can be placed previous to pick up days TUESDAY, WEDNESDAY AND THURSDAY pick up days only, otherwise hardcopy forms orders can be placed online at [rhaoregon.org](http://rhaoregon.org) for shipping.

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, or Friday)

Dial ext. 105

**GENERAL INQUIRES-** Dial ext. 0



**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**

<b>DECISION POINT</b> (Includes Tenant performance/eviction history, Public records search and Credit Score)	<b>\$23.00 each</b>
<b>Decision Point COMBO REPORT</b> (Includes Tenant performance/eviction history, Public records search, Credit Score & Oregon/Washington Criminal)	<b>\$35.00 each</b>
<b>CREDIT REPORT (Must Qualify)</b>	<b>\$11.00 each</b>
<b>DECISION POINT PLUS</b> (Tenant Performance and credit score when ordered with CREDIT REPORT)	<b>\$26.00 each</b>
<b>EMPLOYMENT VERIFICATION</b> (Application to rent required)	<b>\$11.00 each</b>
<b>LANDLORD VERIFICATION</b> (Application to rent required)	<b>\$11.00 each</b>
<b>CRIMINAL HISTORY (Oregon/Washington)</b> (Includes violations through Federal offenses such as sex offender records)	<b>\$15.00 each</b>
<b>NATION WIDE CRIMINAL REPORT</b> (Includes information from 50 States)	<b>\$20.00 each</b>
<b>NATIONWIDE SEX OFFENDER SEARCH</b>	<b>\$10.00 each</b>
<b>COUNTY CRIMINAL SEARCH</b> (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)	<b>\$13.00 each plus surcharge</b>
<b>TENANT PERFORMANCE</b> (Eviction History)	<b>\$ 11.00 each</b>
<b>SOCIAL SECURITY VERIFICATION</b>	<b>\$ 5.00 each</b>



10520 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		Form Description					Member	Non-Member	
#	RENTING THE UNIT	10pk.	10pk.	Qty:	#	ADDENDUMS & MOVE-IN (CONT.)	10pk.	10pk.	Qty:	#	ADDENDUMS & MOVE-IN (CONT.)	10pk.	10pk.	Qty:	
101	Applicant Criteria/Policies (7/21)	5.00	45.00		212	Deposit Refund Checklist (9/12)	5.00	45.00		212	Deposit Refund Checklist NCR	10.00	50.00		
101	Applicant Criteria/Policies NCR	10.00	50.00		213	Addendum (5/11)	5.00	45.00		213	Addendum NCR	10.00	50.00		
102	Application to Rent (7/21)	6.80	45.00		215	Parking Agreement (5/11)	5.00	45.00		215	Parking Agreement NCR	10.00	50.00		
103	Screening Charge Receipt (5/11)	4.00	45.00		216	Annual Recycling Notice (6/10)	4.00	45.00		216	Annual Recycling Notice NCR	8.00	50.00		
103	Screening Charge Receipt NCR	8.00	50.00		217	Yard Care Addendum (7/10)	4.00	45.00		217	Yard Care Addendum NCR	8.00	50.00		
104	Application Verification (5/11)	5.00	45.00		218	Satellite Addendum (5/11)	5.00	45.00		218	Satellite Addendum NCR	10.00	50.00		
105	Application Denial (7/21)	5.00	45.00		219	Safety Notice (5/11)	5.00	45.00		219	Safety Notice NCR	10.00	50.00		
105	Application Denial NCR	10.00	50.00		221	Marijuana Addendum (1/16)	4.00	45.00		221	Marijuana Addendum NCR	8.00	50.00		
201	Lead Base Paint - w/booklet (5/11)	1.50 each	5.00 each		222	Pest Control Addendum (4/19)	5.00	45.00		222	Pest Control Addendum NCR	10.00	50.00		
202	Deposit to Hold Agreement (4/16)	5.00	45.00		<b>Form Description</b>					<b>Member</b>	<b>Non-Member</b>				
202	Deposit to Hold Agreement NCR	10.00	50.00		<b>#</b>	<b>MANAGING THE TENANCY</b>	<b>10pk.</b>	<b>10pk.</b>	<b>Qty:</b>	214	Temporary Occupancy (1/14)	5.00	45.00		
<b>Form Description</b>					<b>Member</b>	<b>Non-Member</b>		<b>Form Description</b>					<b>Member</b>	<b>Non-Member</b>	
<b>#</b>	<b>THE RENTAL CONTRACT</b>	<b>10pk.</b>	<b>10pk.</b>	<b>Qty:</b>	214	Temporary Occupancy NCR	10.00	50.00		230	Guest Registration (1/14)	4.00	45.00		
203	Rental Agreement (4/19)	10.00	90.00		230	Guest Registration NCR	8.00	50.00		220	Add/Remove Roommate (9/12)	5.00	45.00		
203	Rental Agreement NCR	15.00	100.00		220	Add/Remove Roommate NCR	10.00	50.00		225	Notice of Intent to Enter (5/11)	4.00	45.00		
204	Co-Signer Agreement (5/11)	5.00	45.00		225	Notice of Intent to Enter NCR	8.00	50.00		226	Notice of Rent Increase (4/19)	5.00	45.00		
204	Co-Signer Agreement NCR	10.00	50.00		226	Notice of Rent Increase NCR	10.00	50.00		227	Partial Payment Agreement (5/11)	4.00	45.00		
211	Rules & Regulations (1/14)	7.10	45.00		227	Partial Payment Agreement NCR	8.00	50.00		229	Rent Payment Reminder (5/11)	4.00	45.00		
211	Rules & Regulations NCR	14.20	50.00		229	Rent Payment Reminder NCR	8.00	50.00		231	Request for Maintenance (5/11)	4.00	45.00		
209	Move In & Out Condition Report (5/11)	5.00	45.00		231	Request for Maintenance NCR	8.00	50.00							
209	Move In & Out Condition Report NCR	10.00	50.00												
<b>Form Description</b>					<b>Member</b>	<b>Non-Member</b>		<b>Form Description</b>					<b>Member</b>	<b>Non-Member</b>	
<b>#</b>	<b>ADDEENDUMS &amp; MOVE-IN</b>	<b>10pk.</b>	<b>10pk.</b>	<b>Qty:</b>	230	Guest Registration (1/14)	4.00	45.00							
205	Pet Agreement (1/14)	5.00	45.00		230	Guest Registration NCR	8.00	50.00							
205	Pet Agreement NCR	10.00	50.00												
239	Assistance Animal Agreement (5/11)	5.00	45.00												
239	Assistance Animal Agreement NCR	10.00	50.00												
206	Smoking Policy (4/16)	4.00	45.00												
206	Smoking Policy NCR	8.00	50.00												
207	Smoke Detector Acceptance (1/16)	4.00	45.00												
207	Smoke Detector Acceptance NCR	8.00	50.00												
208	CO Detector Acceptance (7/10)	4.00	45.00												
208	CO Detector Acceptance NCR	10.00	50.00												
207/208	Smoke/CO Detector Combo (1/16)	5.00	45.00												
207/208	Smoke/CO Detector Combo NCR	10.00	50.00												
210	Mold & Mildew Addendum (5/11)	6.80	45.00												
210	Mold & Mildew Addendum NCR	14.20	50.00												

\*\*More forms on other side

<b>MANAGING THE TENANCY (Cont.)</b>					<b>TERMINATIONS (Cont.)</b>				
#	Form Description	Member 10pk.	Non-Member 10pk. Qty:		#	Form Description	Member 10pk.	Non-Member 10pk. Qty:	
232	Emergency Entry (6/10)	4.00	45.00		316	Final Accounting (8/12)	5.00	45.00	
232	Emergency Entry NCR	8.00	50.00		316	Final Accounting NCR	10.00	50.00	
233	Maintenance Doorhanger (6/10)	7.40	50.00		<b>Form Description</b>				
235	Warning - Notice of Violation (7/19)	5.00	45.00		#	<b>F.A.I.R. SCREENING GUIDELINES</b>	Member	Non-Member Qty:	
235	Warning - Notice of Violation NCR	10.00	50.00		PDX 1a	Waitlist Non-Accessible Unit	1.50 each	5.00 each	
236	Parking Violation (7/19)	4.00	45.00		PDX 1b	Waitlist Accessible Unit	1.50 each	5.00 each	
236	Parking Violation NCR	8.00	50.00		PDX 2	Record of Completed App	1.50 each	5.00 each	
240	Reasonable Accommodation (5/11)	5.00	45.00		PDX 3	Receipt of Competed App	1.50 each	5.00 each	
240	Reasonable Accommodation NCR	10.00	50.00		PDX 4	Rental Criteria Low Barrier	1.50 each	5.00 each	
<b>Form Description</b>					PDX 5	Supplemental Application	3.00 each	6.00 each	
#	<b>TERMINATIONS</b>	<b>10pk.</b>	<b>10pk. Qty:</b>		PDX 6	Applicant Screening Adverse Action Notice	1.50 each	5.00 each	
237	Tenants Notice of Termination (5/11)	4.00	45.00		PDX 7a	Individual Assessment Notice	1.50 each	5.00 each	
237	Tenants Notice of Termination NCR	8.00	50.00		PDX 7b	Notice of Refusal to Process	1.50 each	5.00 each	
238	Acceptance of Tenants Termination (8/10)	4.00	45.00		<b>Form Description</b>				
238	Acceptance of Tenants Termination NCR	8.00	50.00		#	<b>F.A.I.R. SECURITY DEPOSIT</b>	Member	Non-Member Qty:	
239	Assistance Animal Agreement (5/11)	5.00	45.00		PDX 8a	Inventory and Condition	1.50 each	5.00 each	
239	Assistance Animal Agreement NCR	10.00	50.00		PDX 8b	Update to Inventory Report	1.50 each	5.00 each	
241	Warning Notice - Noncomp. Fee (7/19)	5.00	45.00		PDX 9	Depreciation Inventory Log	3.00 each	10.00 each	
241	Warning Notice - Noncomp. Fee NCR	10.00	50.00		PDX 10	Notice of Sec DP Rights	1.50 each	5.00 each	
242	Relocation Assistance (5/19)	5.00	45.00		PDX 11	Security Deposit Payment	1.50 each	5.00 each	
242	Relocation Assistance NCR	10.00	50.00						
300	Termination Notice - LL on Premises (1/20)	4.00	45.00		<b>Shipping &amp; Handling is to calculated by RHA Oregon office by weight plus an additional handling charge of \$2.00</b>				
300	Termination Notice - LL on Premises NCR	8.00	50.00						
301	Notice of Term. Landlord Qual. Reason (6/21)	5.00	45.00						
301	Notice of Term. Landlord Qual. Reason NCR	10.00	50.00		<b>Individual forms \$1.50 Member/\$5.00 Non-Member. 203-Rental Agreement \$3.00 Member/\$10.00 Non-Member</b>				
302	Notice of Term. For Cause (10/22)	5.00	45.00						
303	Non-Payment of Rent Notice -10 Day (4/23)	5.00	50.00						
304	Non-Payment of Rent Notice -13 Day (4/23)	5.00	50.00						
305	Pet/Animal Violation (10/20)	4.00	45.00		<b>Starter Packet of Forms \$15.00 Member/\$70.00 Non-Member</b>				
305	Pet/Animal Violation NCR	8.00	50.00						
306	Repeat Violation (1/20)	4.00	45.00						
306	Repeat Violation NCR	8.00	50.00						
307	Notice of Term. - Outrageous Cond. (1/20)	5.00	45.00						
307	Notice of Term. - Outrageous Cond. NCR	10.00	50.00						
308	Notice to Vacate - Unauth. Occupant (10/20)	5.00	45.00						
308	Notice to Vacate - Unauth. Occupant NCR	10.00	50.00						
315	Abandoned Property (2/12)	5.00	45.00						
315	Abandoned Property NCR	10.00	50.00						
317	Abandoned Prop. Deceased (12/12)	5.00	45.00						
317	Abandoned Prop. Deceased NCR	10.00	50.00						