



Property Management

2105 NE 39th Ave, Suite #200

Portland, Oregon 97212

Phone 503-249-1706 | Fax 503-249-1726

On-Site Screening Instructions For Applicants

- Go to www.onsite.com.
- Click on For Renters: "Apply Now". (right side of screen)
- Enter part of the name or address and click on "Search".
- Check the circle for the corresponding address, click on "Apply to This Property".
- Applicant info: choose applicant type and fill in all **required** fields, click on "Save and Continue.
- Employment information: fill in all **required** fields and click on "Save and Continue.
- Finish up: add additional applicant, (if applicable) fill in all **required** fields and click on "Save and Continue.
- Fill in credit/debit card information; check authorization box's and click on "Submit Application".
- Save and print receipt.