



## APPLICATION SCREENING GUIDELINES

Please complete the entire application and return to our office with **\$60.00** Applicant Screening Charge, **PER PERSON** 18 years and over. Once the application is approved, we require payment of the deposit to **GUARANTEE** and hold the unit within 24 hours of approval. If for any reason the tenant fails to rent the unit, the deposit is non-refundable.

**NO SMOKING OR VAPING IS ALLOWED IN THE UNITS OR ON THE PROPERTY.** No Medical Marijuana may be grown, stored, or consumed on the premises without the prior written consent of Owner/Agent.

### APPLICATION PROCESS

- ☐ We offer application forms to everyone who inquiries about the rental. We do business in accordance with Fair Housing Laws.
- ☐ We review completed applications in the order we receive them.
- ☐ We may require up to 5 business days to verify information on the application.

### SCREENING GUIDELINES

#### Complete Application

- ☐ We will not review incomplete applications. Applications submitted without the screening charge will be incomplete and will not be processed.
- ☐ We will accept the first qualified applicant(s).
- ☐ Applicants must show 2 pieces of identification. One must be government issued. One must include a photograph.

#### Prior Rental History

- ☐ Favorable rental history of 2 years must be verified from unbiased/unrelated sources. **Rental history reflecting any past due and unpaid balances to a landlord will result in a denial of the application except for unpaid rent, including rent reflected in judgments or referrals of debt to a collection agency that accrued on or after April 1, 2020, and before March 1, 2022.**
- ☐ Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- ☐ **No evictions within the past 5 years. We do not consider evictions which resulted in a dismissal or a general judgment for the applicant or evictions entered on claims that arose on or after April 1, 2020, and before March 1, 2022.**

#### Income/Resources

- ☐ Consistent net household income shall be at least 3 times the rent. (excluding utilities)
- ☐ Income must be verifiable through current pay stubs; award letters for Social Security, alimony, child support, welfare, utility, or housing assistance; current tax records; or bank statements. (attach with application) Length of employment will be considered.

#### Credit/Criminal/Public Records Check

- ☐ Negative reports may result in denial of application. Negative reports include, but are not limited to late payments, collections, judgments, total debt load and bankruptcy.
- ☐ Criminal convictions or pending charges which may result in the denial include, but are not limited to: any drug-related crime, a person crime, a sex offense, a crime involving financial fraud, including identity theft or forgery, or any other crime that is of a nature that would adversely impact the health, safety or right to peaceful enjoyment of the premises of residents or the Owner/Agent but not including pending charges or crimes that are no longer illegal in the state of Oregon, or charges that are pending but for which the Applicant is presently participating in a diversion, conditional discharge or deferral of judgment program on the charges.
- ☐ Criminal history will be evaluated on a case-by-case basis, taking into consideration the nature and severity of the incidents that would lead to denial, the number and type of incidents, the time that has elapsed since the date of the incidents occurred, and the age of the individual at the time the incidents occurred.
- ☐ Applicants are encouraged to provide Supplemental Information to explain, justify or negate the relevance of potentially negative screening outcomes.

#### Explanations/Exceptions

- ☐ All applicants may submit a written explanation with their application if there are extenuating circumstances which require additional consideration.
- ☐ If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.

605 NE Savannah Suite 1 • Bend, Oregon 97701



**APPLICANT SCREENING CHARGE RECEIPT**

Name: \_\_\_\_\_

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Fee Amount: \$60.00**

“Applicant Screening Charge” means any non-refundable payment of money charged by a landlord of a prospective tenant or applicant prior to entering into a rental agreement with that applicant for a residential dwelling unit, the purpose of which payment is to process an application for a rental agreement for a residential dwelling unit.

- I understand that renter's insurance is a **requirement** of our tenancy if our application is approved. (Exceptions may apply, see ORS 90.222) The minimum required amount of insurance is \$300,000. Tenant is also required to add Owner/Agent as an Interested Party to policy.
- I will bring proof of insurance to the signing appointment.
- I understand that a deposit is required to guarantee and hold the unit. If for any reason tenant fails to rent the unit, this deposit is non-refundable.

**Fee Disclosure:**

Amounts listed below are subject to change before the rental agreement is executed.

Landlord may charge the following fees:

- Late payment of rent charge of \$100 per occurrence
- Smoke alarm & carbon monoxide alarm tampering fee of \$250 per occurrence.
- Dishonored check fee of \$35 per occurrence plus amount charged by bank.
- Early lease termination fee not to exceed 1½ times the monthly rent, or actual damages at option of Owner/Agent.
- Owner/Agent may charge non-compliance fees in accordance with ORS 90.302.
- Any fines imposed upon Owner/Agent by a homeowner's or condominium association may be passed through to the tenant for payment as allowed by law.
- If the mail receptacle associated with the dwelling unit is a locking type, Tenant(s) are solely responsible for the fees charged by the Postmaster for the re-keying of the box should a key not be provided by the Owner/Agent, or if the box has not been re-keyed between tenancies.

**I have read, understood and had any questions answered regarding the above information.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION TO RENT



<b>THIS SECTION TO BE FILLED OUT BY AGENT:</b> Property Address: _____		<b>REQUIRED IN ORDER TO SUBMIT APPLICATION ↓</b>	<b>REQUIRED WITH IN 24 HRS TO COMPLETE</b>
Monthly Rent: \$ _____	Date Rec'd: _____	<input type="checkbox"/> Application \$ rec'd	<input type="checkbox"/> Photo ID rec'd
Deposit: \$ _____	Time Rec'd: _____ AM/PM	<input type="checkbox"/> Signature on both pages	<input type="checkbox"/> Proof of income attached
Add'l Deposit: \$ _____	Applicant #: _____	<input type="checkbox"/> Landlord numbers provided	<input type="checkbox"/> Photo of Animal (if applicable)
Lease Term: _____	Move In Date: _____	Taken By: _____	
Have they seen the property? _____		Move in Special: _____	

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Ph #: (\_\_\_\_\_) \_\_\_\_\_  
FIRST MIDDLE LAST

Email Address: \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

S.S.#: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License #: \_\_\_\_\_

1) Current Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Why are you moving? \_\_\_\_\_ Current Landlord: \_\_\_\_\_

Rent amount: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Have you given written notice to your current landlord yet? Yes / No** \_\_\_\_\_

2) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent amount: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

3) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent amount: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## Answer the following Questions:

**Have you ever:** Been evicted in the last 5 years? **Yes / No** Been sued by a landlord? **Yes / No** Filed Bankruptcy? **Yes / No**

Been convicted, pleaded guilty, or no contest to a crime? **Yes / No** If yes to any of these, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT/INCOME

1) Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ Full time / Part time

2) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ Full time / Part time

Other Income (per month) \$ \_\_\_\_\_ Source: \_\_\_\_\_ Phone#: \_\_\_\_\_

Other Income (per month) \$ \_\_\_\_\_ Source: \_\_\_\_\_ Phone#: \_\_\_\_\_

**How did you learn about this property?** ☐ Acquaintance/Family ☐ Sign, ☐ Newspaper, ☐ Yellow pages, ☐ Rental List,

☐ Internet-Site: \_\_\_\_\_ ☐ Craigslist ☐ Other: \_\_\_\_\_

**Do you Smoke/Vape?** ☐Yes ☐No (This refers to both inside or outside and any type of substance)

### PERSONAL REFERENCES

1) Relative: \_\_\_\_\_ Phone:(\_\_\_\_\_)\_\_\_\_\_

ADDRESS CITY STATE RELATIONSHIP  
2) Emergency Contact: \_\_\_\_\_ Phone:(\_\_\_\_\_)\_\_\_\_\_

ADDRESS CITY STATE RELATIONSHIP  
3) Personal Reference: \_\_\_\_\_ Phone:(\_\_\_\_\_)\_\_\_\_\_

### PERSONAL PROPERTY

1) Automobile:Make\_\_\_\_\_ Model\_\_\_\_\_ Year\_\_\_\_\_ License #\_\_\_\_\_ ST\_\_\_\_\_  
2) Automobile:Make\_\_\_\_\_ Model\_\_\_\_\_ Year\_\_\_\_\_ License #\_\_\_\_\_ ST\_\_\_\_\_  
3) Other Vehicles/Boat\_\_\_\_\_ Model\_\_\_\_\_ Year\_\_\_\_\_ License #\_\_\_\_\_ ST\_\_\_\_\_  
4) Other Vehicle/Boat\_\_\_\_\_ Model\_\_\_\_\_ Year\_\_\_\_\_ License #\_\_\_\_\_ ST\_\_\_\_\_

#### Do you own the following?

Piano/Organ–Yes / No; Water filled furniture– Yes / No; Fish tank or aquarium– Yes / No; Trampoline– Yes / No

**Do you intend to bring any animals onto the property?** Yes / No

**If yes, do any of the animals require a reasonable accommodation?** Yes / No

**ANIMAL #1: Type/Breed** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Spayed / Neutered**

Has the animal ever injured anyone or damaged anything? Yes / No

**ANIMAL #2: Type/Breed** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Spayed / Neutered**

Has the animal ever injured anyone or damaged anything? Yes / No

**APPLICANT'S COMMENTS & EXPLANATIONS:** \_\_\_\_\_

### MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy the unit:

### APPLICANT SCREENING CHARGE DISCLOSURE

1. Owner/Agent may obtain a tenant screening report which generally consists of:

- A) Credit history including credit standing;
- B) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;
- C) Information verification;
- D) Current obligations and credit ratings;
- E) Criminal records.

2. Owner/Agent is requiring payment of an Applicant Screening charge of \$60.00 The entire application screening charge is not refundable unless the Owner/Agent does not screen the applicant. If prior to conducting any screening an applicant withdraws their application in writing, Owner/Agent must refund the screening charge within 30 days. If Owner/Agent fails to comply with these requirements, the applicant may recover \$250.00 plus two times the screening charge paid. Application is valid for 60 days from the date of receipt by Owner/Agent.

I am aware that an incomplete application may cause delays or result in denial of tenancy. Inability to verify information may result in denial of application. I am aware that presentation of false information may result in denial of the application or termination of tenancy if discovered within one year of submission of application. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including but not limited to credit reports.) I acknowledge receiving a copy of and reading the Owner/Agent's Screening Guidelines. I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_