



APPLICANT SCREENING CHARGE RECEIPT

Name: _____
Rental Address: _____
City: _____ State: _____ Zip: _____

Fee Amount: \$45.00

“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 Oregon Senate Bill 91 Section 2.8) The required amount of insurance is \$100,000.
- 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 non-compliance 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 the following non-compliance fees after first giving a written warning notice of initial violation if non-compliance occurs within one year, \$50 for 2nd violation and \$50 plus 5% of current rent for subsequent violations.

1. Late payment of a utility fee.
 2. Failure to clean up pet waste, garbage, rubbish or other waste fee.
 3. Parking violation or other improper use of a vehicle fee.
- **Owner/Agent may charge a fee for keeping on the premises an unauthorized pet capable of causing damage that is not removed within 48 hours of written warning notice. Fee not to exceed \$250 per violation.**
 - **Owner/Agent may charge a fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area of the premises. Fee may be assessed for repeat violations that occur as early as 24-hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning notice. Fee not to exceed \$250 per violation.**

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

Applicant: _____ Date: _____

I hereby acknowledge the receipt of the above mentioned applicant screening charge.

Agent: _____ Date: _____

605 NE Savannah Dr. Suite 1 – Bend, Oregon 97701





CO-SIGNER APPLICATION

Co-signer Application for: (all names of applicants)	<input type="checkbox"/> Application \$ rec'd	<input type="checkbox"/> Photo ID rec'd
	<input type="checkbox"/> Signature on both pages	<input type="checkbox"/> Proof of income attached
Received by: _____ Date: _____ Time: _____	<input type="checkbox"/> Landlord numbers provided	

PERSONAL INFORMATION

Full Name: _____ Ph #: (_____) _____
FIRST MIDDLE LAST

Email Address: _____ Cell #: (_____) _____

S.S.#: _____ - _____ - _____ Birth Date: ____/____/____ Driver's License #: _____

1) Current Address: _____ City: _____ ST _____ Zip _____
 Since: ____/____/____ Do you rent or own? _____

Current Landlord: _____ Rent amount: _____ Phone #: (_____) _____

EMPLOYMENT/INCOME

1) Employer: _____ How Long? _____
 Supervisor: _____ Phone: (_____) _____
 Job Title: _____ Take home pay (per month): \$ _____ Full time / Part time

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

PERSONAL REFERENCES

1) Emergency Contact: _____ Phone: (_____) _____

APPLICATION SCREENING CHARGE DISCLOSURE

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; Information verification; Current obligations and credit ratings; Criminal records.

Owner/Agent is requiring payment of an Applicant Screening charge, none of which is refundable unless the Owner/Agent does not screen the applicant. Adding a co-signer to a rental agreement will require an automatic double deposit.

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. I **am aware that an incomplete application may cause delays or result in denial.** I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my credit standing (including but not limited to credit checks.) I acknowledge receiving a copy of and reading the Owner/Agent's guidelines of this application.

APPLICANT: _____ DATE: _____

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CO-SIGNER AGREEMENT

Co-signer Name: _____
 Co-signing for: _____ et al
 Rental address: _____ Unit: _____
 City: _____ State: _____ Zip: _____

As Co-signer, I understand that I will be responsible for any rent or damages or other expenses that may occur, including but not limited to the following:

• Late fees	• Returned check charges
• Smoke or Carbon alarm tampering fees	• Non-compliance fee
• Collection fees	• Unpaid utilities
• Damage to premises	• Additional cleaning charges
• Un-paid rent	• Early termination of a lease fee

The undersigned Co-signer agrees unconditionally, absolutely, and continually to guarantee the performance by the Tenant(s) of all obligations under the Rental Agreement or any extensions or renewals, including but not limited to, the timely payment of rent, fees, utility or service charges, damages to property, late fees, legal fees, and collection costs. Co-signer also understand that if the unit is occupied by more than one occupant that each person will be held responsible for the entire rent and any other additional charges until the rental account is paid in full. Any prepaid rents and/or deposits will remain charged to the account and will not be applied until such time that all tenants legally vacate the unit.

The liability of the Co-signer is direct and unconditional and may be enforced without requiring Owner/Agent first to exercise, enforce or exhaust any right or remedy against the Tenant. Co-signer waives presentment, demand, protest, and notice to which Co-signer might be entitled.

If the Rental Agreement is for a month to month tenancy, Co-signer may terminate this guaranty at any time after six months from the above date by giving the Owner/Agent sixty (60) days written notice of intent to terminate. If the Rental Agreement is a lease for a specific term, Co-signer may not terminate this guaranty before the end of the specified term. Co-signer is liable for obligations incurred by the tenant prior to the effective date of the termination of this guaranty.

Co-signer acknowledges that the Owner/Agent has relied on this Co-signer agreement in renting premises to the tenant, that co-signer's continuing guaranty is material to Owner/Agent's continuing to rent to tenant, and that termination of this guaranty by co-signer may result in landlord terminating the tenancy. Necessity of a co-signer is an automatic double deposit.

Co-signer agrees that any action brought on this Agreement may be brought in any state or federal court sitting in the county in which the property is located. Co-signer agrees to personal jurisdiction in such court. Co-signer agrees to pay all costs, attorney fees and collection costs incurred by landlord in enforcing this agreement.

Co-signer further understands that if account goes to collection that both tenant and co-signer will be turned over to collection and will be responsible for all reasonable collection fees. Co-signer acknowledges having read and understood this agreement.

Accepted and agreed to:

Signature: _____

Date: _____

Agent: _____

Date: _____

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