



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 the immediate payment of the deposit to **GUARANTEE** and hold the unit. If for any reason the tenant fails to rent the unit, the deposit is non-refundable. If payment is not received within 24 hours, the application will be taken out of line.

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 Deschutes Property Management.

APPLICATION PROCESS

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order we receive them.
- We may require up to 3 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.
- 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.

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 if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant or the health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

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.
- A note about pets: If you are a pet owner and the home you are applying for states "Pets considered", it may or may not be accepted by the property owner. An increased security deposit will also be required. Average pet deposit is \$350, but varies on the property. Please include a photo of the pet with your application. A copy of the pet's latest vaccination is required at the signing of the rental agreement.
- If your demeanor—your manners and behavior—during the application process is overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who won't get along with us or neighbors, we may reject your application.
- Exceptions may be made for applicants with an increased deposit and/or qualified co-signers at the sole discretion of the Owner/Agent.

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 Oregon Senate Bill 91 Section 2.8) The minimum required amount of insurance is \$100,000. 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 non-compliance fees:

1. Late payment of rent charge of \$100 per occurrence
2. Smoke alarm & carbon monoxide alarm tampering fee of \$250 per occurrence
3. Dishonored check fee of \$35 per occurrence plus amount charged by bank
4. 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 for owner: _____ Date: _____



APPLICATION TO RENT



THIS SECTION TO BE FILLED OUT BY AGENT: Property Address: _____		REQUIRED IN ORDER TO SUBMIT APPLICATION ↓	REQUIRED WITH IN 24 HRS TO COMPLETE ↓
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 Animals (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 #: (____) _____

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 #: (____) _____

3) Previous Address: _____ City: _____ ST _____ Zip _____
 From ____/____/____ To: ____/____/____ Why did you move? _____
 Previous Landlord: _____ Rent amount: _____ Phone #: (____) _____

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 animal ever injured anyone or damaged anything? Yes / No

Animal #2: Type/Breed _____ **Age:** _____ **Weight:** _____ **Spayed / Neutered**

Has 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 none of which is refundable unless the Owner/Agent does not screen the applicant. Application is valid for up to 1 month from the date of receipt by Owner/Agent.

3. Any charges imposed upon the Owner/Agent by a Homeowner's or Condominium Association for anyone who moves into or out of a unit with the association, may be passed through to the Tenant(s) for payment as allowed by law.

4. 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 mail box has not been re-keyed between tenancies.

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:** _____