

## OUR APPLICATION PROCESS

Please review our list of criteria. If you feel you meet the criteria, please apply - because we'd be happy to rent to you. Also, if you have any questions or concerns, please ask.

### APPLICANT SCREENING CRITERIA

- \* A complete application. One for each person over 18 years of age. If a line isn't filled in (or the omission explained satisfactorily), we will return it to you. Additionally, we have a policy that you must view the **INTERIOR** of the property before your application can be deemed complete.
- \* There is a **\$35.00 application fee per person** and is collected from the first qualified applicant. This fee is *non-refundable* and is payable in **CASH** or **MONEY ORDER ONLY**. We will process applications in the order they are received.
- \* We require a photo I.D., preferably a driver's license, and it must be presented with the completed application.
- \* We will accept the first qualified applicant.
- \* **RENTAL REQUIREMENTS** Rental history must be verifiable from unbiased sources. 2 years of **positive verifiable rental history** from a third party reference will be required. Landlord references from a parent will **NOT** be considered rental history. Rental history of at least 1 year but less than 2 years will require an additional deposit equal to 1/2 of 1 months rent. Rental history of **less than** 1 year will require a qualified co-signer **AND** payment of an additional security deposit equal to one months rent.

It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

- \* **INCOME** The combination of your monthly income must be at least **2 1/2 times** the rent amount. Income must be verifiable through pay stubs, employer contact, or tax records. All other income, including self employment, must be verifiable through bank statements or tax records, *please provide this information with your application.* For Section 8 applicants, the amount of assistance will be considered part of your monthly income.
- \* **CREDIT REQUIREMENTS** - Good credit will be required. Outstanding bad debt (ie ..slow pay, collections, repossessions, liens, judgments & wage garnishment programs) being reported to the credit bureau which total more than \$500 will require an additional security deposit of \$200. Bad debt totaling **OVER** \$1500 will require an additional deposit equal to one month's rent. If in the last five years you have had any unpaid utility collections an additional security deposit will be required. If you have filed a bankruptcy within the last 2 years (it has to be discharged) an additional deposit equal to one month's rent will be required.

(over)

- \* **CO-SIGNERS** - In order to qualify as a co-signer, you must have an income equal to a minimum of **4 TIMES** the amount of rent and have an excellent credit rating.
- \* **PETS** – If allowed at a property, all pets must be pre-authorized. A photo of your pet would be appreciated as well as a copy of the latest vaccination. Increased security deposit of \$200 per pet will apply, although actual deposits and fees may vary by property.

**YOU WILL BE DENIED RENTAL IF:**

- You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- You have had an FED (court ordered eviction).
- You will be denied rental if in the last five years you have ever been convicted of the manufacture or distribution of a controlled substance. In the last five years you have a conviction for any type of crime that would be considered a threat to real property or to other residents' peaceful enjoyment of the property.
- Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
  - Repeated disturbance of the neighbors' peaceful enjoyment of the area.
  - Reports of gambling, prostitution, drug dealing or drug manufacturing.
  - Damage to the property beyond normal wear.
  - Reports of violence or threats to landlords or neighbors.
  - Allowing persons not on the rental agreement to reside on the premises.
  - Failure to give proper notice when vacating the property.
- Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.
- You, your roommates(s), your guest(s), or a family member demonstrate aggressive, obnoxious, or objectionable behavior.

**RENTAL AGREEMENT/LEASE**

If you are accepted, you will be required to sign a rental agreement/lease in which you will agree to abide by the rules of the agreement. A complete copy of our rental agreement/lease is available for anyone who would like to review it.

**MONEY ORDER** or **CASHIERS CHECK** will be the only accepted form of payment for move-in monies. You may pay with a personal check after you have moved in.

Please read your rental agreement carefully, as we take each provision of the agreement quite seriously. Our intention in providing such an agreement is to assure that our tenants are given the best housing we can provide.

# Bend Property Management Co., Inc.

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405 NE Seward, Suite 4  
Bend OR 97701

## APPLICATION TO RENT

PROPERTY APPLYING FOR: \_\_\_\_\_ Home phone# \_\_\_\_\_

FULL NAME \_\_\_\_\_  
First Middle Initial Last

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

SPOUSE \_\_\_\_\_  
First Middle Initial Last

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

1. Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long lived there? From \_\_\_\_\_ To \_\_\_\_\_  
Current Landlord \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

2. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long lived there? From \_\_\_\_\_ To \_\_\_\_\_  
Previous Landlord \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

3. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long lived there? From \_\_\_\_\_ To \_\_\_\_\_  
Previous Landlord \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Why are you vacating present residence? \_\_\_\_\_  
Have you ever been evicted? Yes \_\_\_ no \_\_\_ been sued by Landlord? yes \_\_\_ no \_\_\_ filed Bankruptcy? yes \_\_\_ no \_\_\_ when? \_\_\_\_\_  
Have you ever been convicted, pleaded guilty, or no contest to a criminal offense? Yes \_\_\_ no \_\_\_ What & When? \_\_\_\_\_

### EMPLOYMENT

Applicant Employer \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone# ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Take Home Pay \_\_\_\_\_ /month Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Spouse Employer \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor \_\_\_\_\_ Telephone# ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Take Home Pay \_\_\_\_\_ /month Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Other income \$ \_\_\_\_\_ /mo Source \_\_\_\_\_

Other income \$ \_\_\_\_\_ /mo Source \_\_\_\_\_

### PERSONAL PROPERTY

1. Automobile Make \_\_\_\_\_ Yr. \_\_\_\_\_ Lic.# \_\_\_\_\_ State \_\_\_\_\_
2. Automobile Make \_\_\_\_\_ Yr. \_\_\_\_\_ Lic.# \_\_\_\_\_ State \_\_\_\_\_
3. Automobile Make \_\_\_\_\_ Yr. \_\_\_\_\_ Lic.# \_\_\_\_\_ State \_\_\_\_\_
4. Other Vehicles/Boats \_\_\_\_\_ Yr. \_\_\_\_\_ Lic.# \_\_\_\_\_ State \_\_\_\_\_  
trailers/s

### APPLICANT TO COMPLETE

For Purposes of Identification Only  
Names and ages of other persons to occupy unit

PETS type \_\_\_\_\_ size \_\_\_\_\_ weight \_\_\_\_\_  
Has Pet ever injured anyone or damaged anything? yes \_\_\_ no \_\_\_  
Do you smoke? yes \_\_\_ no \_\_\_

**BANK REFERENCES**

- 1. Bank \_\_\_\_\_ Branch \_\_\_\_\_
- 2. Bank \_\_\_\_\_ Branch \_\_\_\_\_
- 3. Savings & Loan/Other \_\_\_\_\_ Branch \_\_\_\_\_

**PERSONAL REFERENCES**

Closest Relative \_\_\_\_\_ relationship \_\_\_\_\_ Telephone# ( ) \_\_\_\_\_  
 \_\_\_\_\_ Telephone# ( ) \_\_\_\_\_  
 \_\_\_\_\_ Telephone# ( ) \_\_\_\_\_

Tenant screening or consumer report consists of:

- a) credit history of seven (7) years, including credit standing;
- b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
- c) information verification; and/or
- d) current obligations and credit ratings and
- e) criminal records

- ♦ Applicant has the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency.
- ♦ I am aware that an incomplete application may cause delays or result in denial of tenancy.
- ♦ 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 checks).
- ♦ I acknowledge that I have received a copy and have read Bend Property Management Co's Screening Guidelines.

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

\_\_\_\_\_  
Spouse Date