




Central Oregon Leasing & Management - Residential Division, Inc.
 Red Oaks Square ✂ 1250 NE Third St., Ste. B200 ✂ Bend, Oregon 97701
APPLICATION TO RENT

Please read through attached policy sheet before completing. Please fill in ALL blanks. **PLEASE PRINT CLEARLY.**

PERSONAL INFORMATION:	Telephone # () _____
	Other Telephone # () _____
	Email _____
	Fax _____
Full Name: _____	
SS#: _____ Birth Date: _____ Driver's License State & #: _____	
Spouse Full Name: _____	
(If you are not a spouse, please fill out a separate application. Thank you.)	
SS#: _____ Birth Date: _____ Driver's License State & #: _____	
1) Current Address (include City, State, Zip) _____	
Landlord: _____ Telephone #: _____	
Dates: _____ Rent Amount Per Month: _____ Why are you moving?: _____	
	
2) Previous Address (include City, State, Zip) _____	
Landlord: _____ Telephone #: _____	
Dates: _____ Rent Amount Per Month: _____ Why did you move?: _____	
	
3) Previous Address (include City, State, Zip) _____	
Landlord: _____ Telephone #: _____	
Dates: _____ Rent Amount Per Month: _____ Why did you move?: _____	
	
4) Previous Address (include City, State, Zip) _____	
Landlord: _____ Telephone #: _____	
Dates: _____ Rent Amount Per Month: _____ Why did you move?: _____	

Have you ever: been evicted? yes___ no___ been sued by a landlord? yes___ no___ filed Bankruptcy? yes___ no___
 been arrested for a criminal offense? yes___ no___ Explain: _____

PERSONAL PROPERTY:

- 1) Do you own water filled furniture or an aquarium? (circle which)
- 2) Automobile(s): _____
Make, Year, License #, State Make, Year, License #, State Make, Year, License #, State

Please list names and ages of other persons to occupy unit (indicate if none). _____

PERSONAL REFERENCES:			
1)	Name	Relationship	Address
			Telephone #
2)	Name	Relationship	Address
			Telephone #
3)	Name	Relationship	Address
			Telephone #

PETS: (Indicate if none.) All pets must be pre-authorized. Indicate if this is a dog/cat/bird, or other.

Type & Breed: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female
 Current vaccinations? _____ Age of pet: _____ yrs. _____ mo.'s Check size category: 5-10#? _____ 11-20#? _____ 21-35#? _____
 36-50#? _____ 51-65#? _____ 66-80#? _____ 81-100# +? _____ OUTSIDE ONLY? _____ INSIDE & OUTSIDE? _____ INSIDE ONLY? _____

Type & Breed: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female
 Current vaccinations? _____ Age of pet: _____ yrs. _____ mo.'s Check size category: 5-10#? _____ 11-20#? _____ 21-35#? _____
 36-50#? _____ 51-65#? _____ 66-80#? _____ 81-100# +? _____ OUTSIDE ONLY? _____ INSIDE & OUTSIDE? _____ INSIDE ONLY? _____

If dog(s) please answer the following:
 DOG IN CRATE WHEN INSIDE? _____ NOT LEFT AT HOME DURING DAY? _____
 OUTSIDE IN KENNEL? _____
 Additional pet information: _____

EMPLOYMENT: Self employment and other sources of income will be evaluated and will need to be verified by bank statements, tax records, or some other verifiable way. *Please provide this information with your application.*

1) **Applicant Employer:** _____ How Long?: _____
 Personnel Contact: _____ Telephone #: _____
 Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

2) Previous Employer _____ How Long?: _____
 Supervisor: _____ Telephone #: _____

3) Spouse Employer: _____ How Long?: _____
 Personnel Contact: _____ Telephone #: _____
 Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

4) Previous Employer _____ How Long?: _____
 Supervisor: _____ Telephone #: _____

OTHER INCOME: Please verify by attaching information and/or providing a name and telephone number.

5) Amount: _____ Source: _____
 6) Amount: _____ Source: _____

APPLICANT COMMENTS & EXPLANATIONS: _____

ITEMS TO BE NEGOTIATED: _____

*****All terms that need negotiation are to be presented and agreed upon by all parties **BEFORE** the processing of the application. Agent / Owner or any Representative, shall not be held responsible for any implied terms that are not negotiated.

APPLICANT SCREENING CHARGE DISCLOSURES:

- 1) Owner/Agent will obtain references including but not limited to tenant screening and credit report which generally consists of: 1) credit history, 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; 3) criminal records. Other references that will be checked, but NOT limited to, will include the Internet and Realtors who are currently representing the property or have done so in the past.
 - 2) Owner/Agent is charging an applicant screening charge per applicant, none of which is refundable unless the owner/agent does **not** screen the applicant. Application valid for up to two weeks from date of receipt by owner/agent.
 - 3) Upon receipt of the rental application and screening charge, owner/agent shall conduct a search of public records to determine whether the applicant or proposed tenant has been convicted of any crime. A conviction or convictions for any felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug-related, or weapons charges may be grounds for the denial of the rental application and will be evaluated.
- ✓ I understand I have the right to dispute the accuracy of any information provided to the owner/agent by a credit reporting agency. 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).

✓ _____ ✓ _____
 Applicant signature Date Applicant Signature Date