

Central Oregon Leasing & Management - Residential Division, Inc.

Red Oaks Square ✕ 1250 NE Third St., Ste. B110 ✕ Bend, Oregon 97701

Phone:(541) 385-6830 Email : colminfo@centraloregonrentals.com Fax: (541) 330-0851

Website: <http://centraloregonrentals.com>

APPLICATION SCREENING GUIDELINES

NO SMOKING 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 COLM.

APPLICATION PROCESS

- We require an application from anyone 18 years or older. **NO CO-SIGNERS PLEASE.**
- We review completed applications in the order in which we receive them.
- We may require up to 3 business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.
- We will charge an Applicant Screening Charge of \$45 per adult and \$35 if you are current tenant, **NONE** of which is **REFUNDABLE** unless Owner/Agent **DOES NOT** screen applicant.
- If you are a pet owner, your pet may or may not be accepted by the Owner. An increased Security Deposit will be required, but may vary with property. Average increased deposits are: Cats: \$100. per cat. Dogs: \$350. per dog. Owner may also require increased rent due to a pet.
- Once the application has been approved, Security Deposit must be paid in full within 24 hours to hold the unit. If for any reason the Applicant(s) decides to not rent the unit, the deposit is non-refundable.
- The Security Deposit must be in **CLEARED FUNDS**: cash, cashier's check or money order.
- An increased Security Deposit will be required as a part of the evaluation of the following **IF** the application is accepted: foreclosures, past due accounts, unpaid collections or judgments, bankruptcies, tax liens or blemished public records. Security Deposit may be increased for any applicant with less than 1 year rental history.

SCREENING GUIDELINES

Complete Application

- Each applicant 18 years and older must submit an individual application.
- We will not review incomplete applications. Applications must be signed and dated.
- We will accept the first qualified applicant(s).
- Applicants must show one piece of identification with photo.
- If your demeanor 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.

Prior Rental History

- Applicants must provide 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 rental history.

Sufficient Income/Resources

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income sources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

Credit/Criminal/Public Records Check

- Any crime that would adversely affect the property or the health, safety or right to peaceful enjoyment of others may result in denial of application.
- Negative reports from the last 5 years may result in denial of application.
- Arrests that did not result in a conviction will not be considered.
- Any individual who is a current illegal substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance will not be considered.

SCREENING PROCESS

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and financial resources, current and previous landlords and personal references.
- We obtain a credit report, criminal records report and public records report.
- We may visit your current home. We may do an Internet search.
- 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.
- If the applicant does not meet our standards, an Application Denial and Adverse Action Letter will be mailed to you at your current address. The specific reason for disqualification will not be disclosed.

✓ I acknowledge by signing below that I have read and understand the above rental policies:

✓ _____
Applicant signature

✓ _____
Date Applicant Signature

_____ Date

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APPLICATION TO RENT

Please read through the attached Application Screening Guidelines before completing.

OWNER / AGENT TO COMPLETE

Property Address: _____

Date: ___/___/___ Time: _____ Move in Date: ___/___/___

___ # of units available (of the type and in the area) that will be available for rent in the near future by this owner.

___ # of applications previously accepted and remaining under consideration for those units.

If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.

RENT, DEPOSIT AND FEE DISCLOSURE (Amounts listed below may be subject to change before the rental agreement is executed.) Deposits may increase depending on screening and other factors).

Monthly Rent \$ _____ Security Deposit \$ _____ Other Deposit \$ _____ Pet Rent \$ _____

Common Area Utility Credit \$ _____ Renters' Insurance required at move-in. Yes ___ No ___.

Owner/Agent may charge the following:

- Late Charge is assessed 5% incrementally every 5 days until rent paid in full.
- Smoke alarm & carbon monoxide alarm tampering fee of \$250 per occurrence.
- Dishonored check fee of \$35.
- Early lease termination fee of \$ _____ (may not exceed 1 1/2 times the monthly rent)

Owner/Agent may charge the following non-compliance fees after 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.

- Late payment of utility of \$50.
- Failure to clean up pet waste, garbage, rubbish or other waste of \$50.
- Parking violation or other improper use of vehicle fee of \$50.
- Smoking in a clearly designated no-smoking unit or area on the premises fee of \$50.
- Unauthorized pet capable of causing damage to persons or property fee of \$50.

PERSONAL INFORMATION – Please PRINT clearly.

Applicant Name: _____ Telephone # _____

Email Address _____ Cellular # _____

SS# _____ Birth Date _____ Driver's License State & # _____

(If you and your spouse have not had joint credit history for longer than 5 years, please fill out a separate application.)

Spouse Name: _____ Telephone # _____

Email Address _____ Cellular # _____

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 are you moving? _____

3) Previous Address (include City, State, Zip) _____

Landlord _____ Telephone # _____

Dates _____ Rent Amount Per Month _____ Why are you moving? _____

Have you ever: Been evicted? yes ___ no ___ Been sued by a landlord? yes ___ no ___ Filed Bankruptcy? yes ___ no ___

Been convicted or pleaded guilty or no contest to a crime in the last 5 years? yes ___ no ___ . **If yes to any of these, please explain:**

PERSONAL PROPERTY

1)Automobile:Make _____ Model _____ Year _____ Plate # _____ State _____

2)Automobile:Make _____ Model _____ Year _____ Plate # _____ State _____

3)OtherVehicles/Boats _____ Model _____ Year _____ Plate # _____ State _____

Do you own the following: water filled furniture, an aquarium or a trampoline? (circle which)

EMPLOYMENT/INCOME: 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.**

Applicant Employer: _____ How Long?: _____

Personnel Contact: _____ Telephone #: _____

Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

Previous Employer: _____ How Long?: _____

Personnel Contact: _____ Telephone #: _____

Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

Spouse Employer: _____ How Long?: _____

Personnel Contact: _____ Telephone #: _____

Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

Previous Employer: _____ How Long?: _____

Personnel Contact: _____ Telephone #: _____

Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time

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

Amount (per month): _____ Source: _____ Telephone #: _____

BANK

1) Bank: _____ Branch: _____ Type/Account #: _____

2) Bank: _____ Branch: _____ Type/Account #: _____

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.

1) Type & Breed: _____ Age: _____ Weight: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female. Current vaccinations? _____ OUTSIDE ONLY? ___ INSIDE & OUTSIDE? ___ INSIDE ONLY? ___

Has pet ever injured anyone or damaged anything? ___yes ___no

2) Type & Breed: _____ Age: _____ Weight: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female. Current vaccinations? _____ OUTSIDE ONLY? ___ INSIDE & OUTSIDE? ___ INSIDE ONLY? ___

Has pet ever injured anyone or damaged anything? yes ___no ___

If dog(s) please answer the following:

DOG IN CRATE WHEN INSIDE? _____ NOT LEFT AT HOME DURING DAY? _____ OUTSIDE IN KENNEL? _____

MEMBERS OF HOUSEHOLD: Please list names and ages of other persons to occupy unit (indicate if none)

EMERGENCY CONTACT

Name: _____ Telephone #: _____

Address: _____ Email: _____

APPLICANT COMMENTS OR 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

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 of tenancy. I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including but not limited to credit reports). I acknowledge receiving a copy of/or reading Owner/Agent's Screening Guidelines.

✓ _____
Applicant signature

✓ _____
Date Applicant Signature

Date