



Deschutes Property Management



A Division of R.L. Scott Management & Sales Inc.
605 N. E. Savannah Dr. • Suite 1 • Bend Oregon 97701
Tel. (541) 385-1515 • Fax (541) 385-6767

APPLICATION SCREENING GUIDELINES

PLEASE COMPLETE THE ENTIRE APPLICATION AND RETURN TO OUR OFFICE WITH \$30.00 APPLICANT SCREENING CHARGE **PER PERSON** 18 YRS 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, WE WILL CONTINUE TO MARKET THE HOME FOR RENT. DEPOSITS MAY BE PAID IN ADVANCE. UNLESS OTHERWISE STATED, NO SMOKING IS ALLOWED IN THE UNITS OR ON THE PROPERTY.

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.
- If we are unable to verify information on an application, the application may be denied.
- We determine based on the application whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords. Please provide these numbers.
- We obtain a credit report, a criminal records report and public records report.

SCREENING GUIDELINES

Complete Application

- We will not review incomplete applications.
- We will accept the first qualified applicant(s).
- 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 \$250, but varies on the property. 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.

Identification

- Applicants must show 2 pieces of identification. One must include a photograph.

Prior Rental History

- 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.
- Exceptions may be made for applicants with an increased deposit.

Sufficient Income/Resources

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verified through pay stubs, employer contact, current tax records and/or bank statements. If self employed you must attach proof of income.
- Verifiable employment of 5 years.

Credit/Criminal/Public Records Check

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, theft, dishonesty, assault, intimidation, weapon charge or any other felony/misdemeanor may be denied tenancy.



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APPLICANT SCREENING CHARGE RECEIPT

Name: _____

Rental Address: _____

City: _____ State: _____ Zip: _____

Fee Amount: \$30.00

“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/We understand that renter’s insurance is a **requirement** of our tenancy, if our application is approved.

I/We will bring proof of insurance to our move in inspection.

I/We 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.

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

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

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

Agent for owner: _____ **Date:** _____



APPLICATION TO RENT

**OWNER/AGENT TO COMPLETE:**

Property Address _____ Move in date: ___/___/___
 Monthly Rent:\$ _____ Deposit:\$ _____ Pet deposit: \$ _____ Lease: _____
 # of units available: _____ Applicant #: _____ Date: _____ Time: _____ am / pm
 Move in Special (if any): _____ Attached copy of picture ID? _____

PERSONAL INFORMATION

Full Name: _____ Phone: (____) _____
FIRST MIDDLE LAST

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

1) Current Address: _____ City: _____ ST _____ Zip _____
 Since: ___/___/___ Why are you moving? _____
 Current Landlord: _____ Rent amount: _____ Phone #: (____) _____

2) Previous Address: _____ City: _____ ST _____ Zip _____
 Since: ___/___/___ Why did you move? _____
 Previous Landlord: _____ Rent amount: _____ Phone #: (____) _____

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

4) Previous Address: _____ City: _____ ST _____ Zip _____
 Since: ___/___/___ Why did you move? _____
 Previous Landlord: _____ Rent amount: _____ Phone #: (____) _____

Have you ever: Been evicted? **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, Internet-Site: _____ Rental List, Craig's List Other: _____

Do you Smoke? Yes No

BANK REFERENCES

1) Bank: _____ Branch: _____ Checking Acct #: _____
 2) Bank: _____ Branch: _____ Savings Acct #: _____

PERSONAL REFERENCES

1) Next of Kin: _____ Phone: (____) _____
NAME

_____ Phone: (____) _____
ADDRESS CITY STATE RELATIONSHIP
 2) Emergency Contact: _____ Phone: (____) _____
 3) Other: _____ 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

PET #1: Type/Breed _____ **Age:** _____ **Weight:** _____ **Spayed / Neutered**
 Has pet ever injured anyone or damaged anything? Yes / No
PET #2: Type/Breed _____ **Age:** _____ **Weight:** _____ **Spayed / Neutered**
 Has pet 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 \$30.00 none of which is refundable unless the Owner/Agent does not screen the applicant. Application is valid for up to 2 weeks from the date of receipt by Owner/Agent.

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 you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including but not limited to credit checks.) I acknowledge receiving a copy of and reading the Owner/Agent's Screening Guidelines.

APPLICANT: _____ **DATE:** _____