Date received	unit#				TAL APPLICA	WANTED						
		APPL	APPLICATION FEE \$40 Cash or Money			Order	er 1 bedroom			2 bedroom		
First Name Middle			ast		Date of Birth			Phone number				
E-mail			Driver's I	License #	State	Social Security Nun		Number	nber			
Bank NameCheckingSavings			Branch			Account #						
Present Address			City		State	Zip			Moved in	Moved out		
Present Landlord or Property Management			Why Did You Move?			Phone			e Number			
Former Address				City		State	Zip			Moved in	Moved out	
Former Landlord or Property Management			Why Did You Move?			Phone Number			lumber			
Applicants Employment				•	Position			How Long			Phone Number	
Employers Address				City	City				5	State	Zip	
pplicants Take Home Pay (monthly)  Other Income  Source of Other Income (Parents, Loans, Grants, Savings)												
Applicants Previous Employment							Full or p	or part Area Code / Phone				
Previous Employers Address				City						State	Zip	
			peen convicted, plead guilty, or no contest to a crime? written detailed statement with date(s) State(s)				Do you have renter's Insurance?					
							Do you have any pets?					
				100				Do you smoke?  Phone Number				
In Case of Emergency Relative and Relationship Address ,C			Address ,City, a	r, and State				Priorie inumber				
Personal Reference (Not a Relative or Roommate)  Address, City,			Address, City, a	and State						Phone Number		
Auto Make		Model			Year	License #				State	Color	
Villa Villa Capri Apar MANAGER: Donna Russ	el					Name of C	THER person	ı(s) to occ	cupy un	it		
PHONE: (541) 926-75; ADDRESS: 1163 SE Gea		y, OR 97322				Name					Age	
Please initial												
I have read the screening Policies, Procedures & Fees on page 1.				ge 2 Name							Age	
I am aware that an inco	omplete appli	cation may c	ause delays o	or result in	denial of tenancy.							
I certify the above information is correct and complete and hereby inquires you feel necessary to evaluate my tenancy, criminal history			authorize ry and cred	you to make any dit standing.		Name Age  is the policy of the owner and managers of this property not				-		
Signature Page 1			Dat	re	Revised 1-1-2015	to discrimina	te anyone in ace, color, na	any resp ational or	ect in f rigin, re	the ren eligion,	tal of dwellings sex, disability,	

## **APPLICANT SCREENING POLICES & PROCEDURES**

Office Available
Applications pending
If left blank, at least one unit is available and no previously accepted application currently under consideration have been accepted

**Applicant** (Anyone 18 years & over) should read the following to determine if the requirements can be met **before** submitting an application. Applicant shall provide a picture identification at the time of application.

Owner/Agent is requiring payment of an Applicant Screening Charge \$40 (cash or money order) none of which is refundable unless the Owner/Agent does not screen the applicant.

## **Application Process**

Unite Available

- We offer an application form to everyone.
- · We review completed applications in the order in which we receive them.
- We may require up to 7 days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of::

- · Credit history including credit report
- · Public records, including but not limited to judgements, liens, evictions and status of collections accounts
- · Current obligations and credit ratings; and/or Criminal records or other information verification
- Criminal History

Applicant has the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. An incomplete application may cause delays or result in denial of tenancy.

Behavior and demeanor during the application process is strongly considered. Incomplete, illegible, inaccurate, falsified information may cause rejection of application.

Applicant shall provide verifiable current and previous 3 year rental and employment history. All sources of employment or non employment shall be verifiable. Stability and the source and the amount of income during the past 3 years is considered. Combined gross income shall be at least 3 times the rent. Insufficient income may result in the denial of your application. Students may be required to provide verification of student loans and other sources of income.

Applicant must provide the information necessary to contact past landlords. We attempt to verify information twice and notify the applicant when the application is processed. If unsuccessful (in either case) we consider the next application.

Credit worthiness may be determined from a credit report. An applicant's credit history should reflect prudent payment history and be free from evictions, judgments, and bankruptcies in last 5 years.

Arrests and convictions may be evaluated. Convictions involving in a crime against another person, drug related, a sex offense, a crime involving financial fraud, or another crime that would adversely affect the property of the landlord or a tenant or the health, safety, or right to the peaceful enjoyment of the premises of residents, the landlord or landlords' agent may be denied.

If you have been previously evicted in the last 5 years, your application will be denied.

If the application is denied in whole or in part on information received from a consumer credit reporting agency, the applicant(s) will be notified, in writing. The name and address of the agency will be provided to allow the applicant(s) to obtain a copy of the report and correct any information.

## Fees Disclosure:

- Late Rent after midnight of the 4<sup>th</sup> \$30
- Bounced Check Fee \$30

- Smoke Alarm -Removing or Tampering -\$250
- Lease break fee is rent times one and a half.

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 2<sup>nd</sup> violation and \$50 plus 5% of current rent for subsequent violations.

- Failure to clean up pet waste, garbage, rubbish or other waste fee of \$50
- Parking violation or other improper use of vehicle fee \$50
- Smoking in a clearly designated non0smoking unit or area of the premises fee of \$50.
- Unauthorized pet capable of causing damage to persons or property fee of \$50