

***Here is our criteria for 1741-1747 E Central Avenue, Sutherlin, Or, 97470***

You must earn at minimum 3 times the rent in salary, retirement, or other documented income.

We require a one year lease, with yearly options afterwards. Monthly rent is \$1095.00 per mo with a \$1650.00 Security Deposit. Rent is to be paid electronically to an account either via checks from your bank or an electronic transfer system, Venmo, Facebook, to name a few.

We do not rent properties to more than two persons who are not related.

Depending upon your history, you could be required to pay for additional background checks, if you have moved around a lot, more than one state, etc, plus pass a criminal background check.

You must have descent credit, although we will *never* see a copy of anything relating to your credit, no access to credit card numbers or your social security numbers or even your date of birth, since we use a service that rates tenants on a 0-100 scale, 70+above are accepted.

*PLEASE* ask us to explain further if this is not understood completely, we want you to fully understand. Initial background check is \$75 per person. (more if multi-states are involved) Your Employer must verify your income and position.

Tenants must carry renters insurance with a \$100,000 liability at least, keep in force with landlords names & the address, named insured as landlords. If unsure of wording, your agent can call our agent, it seems to work well this way. All tenants are required to copy us on renewal.

Tenants are required to do their own yard work in their back yard space. If you do not wish to keep up the yard, please do NOT ask to rent from us,

Most important is the fact that all tenants need to respect the other tenants space, all residents have a right to quiet existence and peacefulness when they are at home. Some residents are **day sleepers**, some are very early to bed & up early. 3 warnings and your lease could be terminated.

Under certain conditions, we may accept pets. Must be licensed, current vaccination record with proof of spay or neutering. We require a deposit of \$750 per pet. This additional deposit is conditionally refundable. Our insurance will **not** allow us to have tenants with certain pets of an “AGGRESSIVE” breed – Pit Bull, Rottweiler, Doberman, German Shepherd. Additional renter’s insurance will need to be procured for pets. **A picture of the pet and current vaccination record with proof of spay or neutering must be must be turned in with the application.** Our tenants have small children or families that visit and it is very important that your pet be safe and people friendly if accepted.

Parking: Each unit has 2 parking spaces in front of their unit. While moving in or out, or receiving a delivery, this rule can be broken with notice to and approval of your neighbor that you will need to extend into their space, but just for a short time.

***NO SMOKING, VAPING, OR GROWING Marijuana, Medical or edible is prohibited.(includes tobacco products also) Note: this includes your visitors.***

# APPLICATION TO RENT



Check here if Application to Co-Sign

Rental Address 1747 Central Ave. Sutherlin, Oregon 97479 Unit # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Photo I.D.? Yes # of Units Available 1

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
First Middle Last

E-mail Address: \_\_\_\_\_ Cellular: \_\_\_\_\_

SSN #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's License, State and #: \_\_\_\_\_

• **Current Address:** \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Since: \_\_\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

• **Previous Address:** \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

• **Previous Address:** \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

• **Previous Address:** \_\_\_\_\_ # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: \_\_\_\_\_

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?  Yes  No; If you checked yes to any of the previous questions, please explain what occurred and when it occurred: \_\_\_\_\_

**EMPLOYMENT/INCOME**

**Current**  **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Gross (per month): \$ \_\_\_\_\_  Full-time  Part-time

**Current**  **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Gross (per month): \$ \_\_\_\_\_  Full-time  Part-time

**Current**  **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Gross (per month): \$ \_\_\_\_\_  Full-time  Part-time

**Current**  **Previous Employer:** \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Gross (per month): \$ \_\_\_\_\_  Full-time  Part-time

Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_

Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: \_\_\_\_\_

**REFERENCES**

• **Emergency Contact:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Name Address Relationship

• **Personal Reference:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Name Address Relationship

• **Personal Reference:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Name Address Relationship

**PROPERTY**

• **Automobile Make:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

• **Automobile Make:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

• **Other Vehicles/Boats:** \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Do you own: Water-Filled Furniture:  Yes  No Fish Tank or Aquarium?  Yes  No

**PET #1**  
Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_  
Has the Pet ever injured anyone or damaged anything?  Yes  No

**PET #2**  
Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_  
Has the Pet ever injured anyone or damaged anything?  Yes  No

Comments & Explanations from Applicant: \_\_\_\_\_

**BANK**

• Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_  
• Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_

**HOUSEHOLD**

For identification purposes only, please list names and dates of birth for all persons that will be occupying the unit.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Last Month's Rent Deposit: \$ N/A

Additional Security Deposit for Pet \$ \_\_\_\_\_ Additional Rent (Pet) \$ \_\_\_\_\_

\*The above deposits may be increased in the rental agreement, if (a) the applicant does not meet all screening criteria, (b) the Landlord agrees to approve the application, subject to the payment of additional deposits, and (c) the applicant agrees to sign a rental agreement containing the additional deposits.

**NON-REFUNDABLE FEES:** (Check all that apply)

- Late Charge of \$ \_\_\_\_\_ or \$ \_\_\_\_\_ per day (until the end of the month) or 5% every five days (until the end of the month)
- Smoke alarm, smoke detector or carbon monoxide alarm tampering fee of \$ \_\_\_\_\_
- Dishonored Check Fee: \$35.00 plus any charges bank imposes on Landlord
- Early lease termination (May not exceed 1 1/2 times the monthly rent) of \$ \_\_\_\_\_
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for late payment of utility or service charge that is paid directly to the Landlord (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for failure to clean up pet, service or companion animal waste, garbage, rubbish or other waste from outside of the dwelling unit (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for improper use of vehicle within the premises (per occurrence)
- \$ \_\_\_\_\_ (\$50.00 if left blank\*) for parking violations (per occurrence)

\*Note: The foregoing noncompliance fees apply to a second violation and may not exceed \$50.00. Third or subsequent violations will result in a non compliance fee, not to exceed \$50.00, plus 5% of the rent. Third or subsequent violations will result in a noncompliance fee of \$ \_\_\_\_\_ (\$50.00 if left blank) plus 5% of the rent.

- \$ \_\_\_\_\_ (\$250.00 if left blank) for keeping on the Premises an unauthorized pet capable of causing damage to persons or property, as described in ORS 90.405. This noncompliance fee only applies to a second or any subsequent violation and may not exceed \$250.00.
- \$ \_\_\_\_\_ (\$250.00 if left blank) for smoking in a clearly designated nonsmoking unit or area of the Premises. This noncompliance fee only applies to a second or any subsequent violation and may not exceed \$250.00.

Check If Applicable:  The Landlord requires tenant to obtain and maintain renter's liability insurance in the amount of \$ 100,000.00 (if left blank, \$100,000.00). Landlord may require proof of insurance prior to entering into a written rental agreement. Tenant is not required to obtain renter's liability insurance if Tenant's household income is less than 50% of the median income for the area adjusted for family size and determined by the State Housing Council or the dwelling unit occupied by Tenant has been subsidized with public funds except housing assistance payments not tied to the dwelling unit, such as under 42 U.S.C. 1437f (e.g. Section 8).

Screening Fee \$ 75.00 (If paid, Applicant acknowledges receiving a copy of Landlord's applicant screening guidelines, and has been told the number of units available or that will be available in the near future for rent in the area and of the type sought by the Applicant and the number of applications accepted and under consideration for those units). \_\_\_\_\_ Applicant Initials

**RENTAL CHARGES, FEES AND DEPOSITS DISCLOSURE**

**NOTICE:**

Tenant Screening Entails the following (check all that apply):

- Tenant Screening Service
- Credit Reporting
- Public Records Search
- Rental History Verification
- Employment Verification
- Personal Reference Verification

I hereby certify that the information given to evaluate my application for tenancy is correct and complete. I authorize you to make any and all inquiries you feel necessary to evaluate my application for housing including, but not limited to, a Credit Report, Eviction Report and Criminal Report. I further understand that any false or incomplete information is grounds for immediate rejection of this application. I also understand that I have the right to dispute the accuracy of information provided by the tenant screening service or credit reporting agency who will be contacted for information concerning this application.

**APPLICATION DISCLOSURES**

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

# **APPLICANT SCREENING AUTHORIZATION FORM 05/16**

**(Please print clearly)**

Please remember to have your applicants print neatly to reduce mistakes and typos.

All fields (except previous address) are **REQUIRED!** Reports will not be run unless filled out completely.

**\*ONE FORM PER PERSON, PLEASE, OR IT WILL BE REJECTED\***

Applicant Full Name: \_\_\_\_\_  
(First, middle, last)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Combined monthly income of all applying: \_\_\_\_\_ # of months at current position: \_\_\_\_\_

Current Address: \_\_\_\_\_ Since: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Street, city, state, zip)

Previous Address: \_\_\_\_\_ Since: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Street, city, state, zip)

I certify that the above information is correct and complete and hereby authorize you to make inquiries you feel necessary to evaluate my tenancy and credit standing, including but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature: \_\_\_\_\_

Rental Owner

Monthly Rent for Unit (required): \$1095.00

Membership Name: \_\_\_\_\_ Member ID #: RHA 1748

Submitted By: \_\_\_\_\_ Complex: Central Ave.

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Reports must be kept in the strictest confidence. If you choose to deny this applicant, the applicant may request a copy of the reports and has a right to receive them. By signing below I agree to only screen applicants for the purposes of residential tenancy.

**I will not e-mail this form or any other personal, financial or confidential information.**

Membership Signature: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Decision Point   | <input type="checkbox"/> Landlord Verification (Application to rent required)<br>2-3 days to process   |
| <input type="checkbox"/> DPC Combo Report<br>(Includes Decision Point and Oregon & Washington<br>-Statewide Criminal) | <input type="checkbox"/> Criminal History in Oregon & Washington – Statewide<br>(Includes violations through Federal offenses such as sex<br>offender records) |
| <input type="checkbox"/> Tenant Performance & Eviction History  | <input type="checkbox"/> Nation-Wide Criminal Report<br>(Includes information from all 50 states!)   |
| <input type="checkbox"/> Credit Report<br>(Only if approved through NTN)  | <input type="checkbox"/> Nationwide Sex Offender Search  |
| <input type="checkbox"/> Decision Point Plus  | <input type="checkbox"/> Criminal Search in a single county anywhere in the US<br>(Surcharges could apply; standard processing time is 1-2 weeks.)             |
| <input type="checkbox"/> Social Security Search   |  |
| <input type="checkbox"/> Employment Verification (Application to rent required)<br>2-3 days to process                |  |

**\*PLEASE INDICATE YOUR PREFERENCE:**

Phone & Pick-up \_\_\_\_\_ Phone & FAX \_\_\_\_\_ Phone & MAIL X Fax ONLY \_\_\_\_\_