

Century 21 Eagle Cap Realty  
Property Management  
2307 Adams Ave  
La Grande, OR 97850  
Phone: 541-963-1210 Fax: 541-963-6896

### Screening Guidelines

Thank you for selecting Century 21 Eagle Cap Realty Property Management. We hope we can assist you in finding a rental to meet your needs. Please follow the careful steps below, they will be used when you turn in your screening application for processing. If an applicant fails to pass any step the process may be terminated and the application denied.

Century 21 Eagle Cap Realty Property Management does not allow any pets of any sort in any of the complexes. Our homes and duplexes in some cases will allow pets with an additional security deposit and references.

#### Screening Process:

1: Please fill out the application completely; and don't leave anything blank. Write *NA* if the matter does not apply to you. All numbers must be supplied. Anyone over the age of 18 must be listed as an applicant and must pay the applicant screening fee and complete the screening process. Occupancy is limited to two people per bedroom. A non-refundable fee of \$30.00 will be collected when applications are turned in. To not do so may result in denial.

2: Applicants that have not lived and/or worked in the area for at least 6 months shall: A: Pay an additional security deposit. B. Other.

3: We will need a copy of your driver's license and/or state id: to verify that you are the one filling out the application. To not provide this may result in denial.

4: Demeanor: An applicant's demeanor (attitude and behavior) during the screening process may be considered. In which if you are overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who won't get along with us or neighbors, we may reject the application.

5: Income: Your income must be a minimum of 2 times the stated monthly rent. Applicant must provide such source, stability, and amount of income. To not do so may result in denial.

6: References: All previous and current landlord references and personal references must be correct and verifiable. We will make two attempts to verify your references. Any negative references may result in denial.

7: Credit Check: A credit check will be run. A factor shall be applied against the number of accounts and outstanding balances. If there are any felony and/ or judgements from evictions or drug related offenses, this may result in a denial.

8: Section 8: Section 8 applicants must provide written verification of participation in a valid program. Some properties do not allow Section 8.

I/We have read and understand the above:

Applicant 1: \_\_\_\_\_ Applicant 2: \_\_\_\_\_



# APPLICATION TO RENT

1(99)

## OWNER/AGENT TO COMPLETE

Property Address: \_\_\_\_\_ Move-in Date: \_\_\_/\_\_\_/\_\_\_  
 Monthly Rent: \$ \_\_\_\_\_ Amount of Deposits: \$ \_\_\_\_\_ Amount of Fees: \$ \_\_\_\_\_  
 # of Units Available: \_\_\_\_\_ Applicant #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.  
 Examined picture identification?  Yes  No Type of identification? \_\_\_\_\_

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Driver's License, State and #: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_/\_\_\_/\_\_\_ Driver's License, State and #: \_\_\_\_\_

1) Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Since: \_\_\_/\_\_\_/\_\_\_ Why are you moving? \_\_\_\_\_  
 Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

2) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_  
 Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

3) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_  
 Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

4) Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Why did you move? \_\_\_\_\_  
 Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Have you ever: Been Evicted?  Yes  No; Been sued by 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) Applicant's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

2) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

3) Spouse's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

4) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_  Full-time  Part-time

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

**BANK REFERENCES**

- 1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_
- 2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_
- 3) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Type/Account #: \_\_\_\_\_

**PERSONAL REFERENCES**

- 1) Next of Kin: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Name Address Relationship
- 2) Emergency Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_
- 3) Other: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**PERSONAL PROPERTY**

- 1) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_
- 2) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_
- 3) Other Vehicles/Boats \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Do you own the following: Piano/Organ?  Yes  No Water-filled furniture?  Yes  No Fish Tank or Aquarium?  Yes  No

<b>PET #1</b> Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PET #2</b> Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> 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 unit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT SCREENING CHARGE DISCLOSURE(S)**

- 1) Owner/Agent may obtain a tenant screening or credit 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; and
  - e) criminal records.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$ 30.00 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.

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). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

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