

Century 21 Eagle Cap Realty Property Management

2307 Adams Avenue, 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. Carefully follow the steps below. 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 apartment complexes.** Our homes and duplexes in some cases will allow pets with an additional security deposit and references.

Screening Process: Owner\Agent may obtain a tenant screening or credit/background report which generally consist of the following:

1: **Please fill out the application completely** and do not leave anything blank. Write "N/A" 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. A non-refundable fee of \$30.00 will be collected when applications are turned in. Non-compliance 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, or 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. Non-compliance may result in denial.

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

5: **Income:** Your income must be a minimum of two times the stated monthly rent. Applicant must provide proof of source, stability, and amount of income. Non-compliance 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/background check will be obtained. A factor shall be applied against the number of accounts and outstanding balances. If there are any felonies and /or judgments 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 are not Section 8 approved.

I/We understand that I/We 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 that all provided 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/We acknowledge receiving or reading a copy of Owner/Agent's Screening Guidelines.

Applicant 1: _____ Date: ___/___/___
PRINT NAME SIGNATURE

Applicant 2: _____ Date: ___/___/___
PRINT NAME SIGNATURE



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

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