



541.388.1382
2524 NE Division St. #1 Bend, OR 97703

APPLICATION SCREENING GUIDELINES

Please complete the entire application and return to our office, with the \$45.00 application screening charge, PER PERSON 18 years and over. This charge must be paid in cash or money order. Once the application is approved, we require immediate payment of the deposit to guarantee and hold the unit. If the deposit is not received within 24 hours of being approved, the application will be taken out of line.

NO SMOKING OR VAPING IS ALLOWED IN THE UNITS OR ON THE PROPERTY.

APPLICATION PROCESS

- We offer application forms to anyone who inquires about the rental.
- We review completed applications in the order we receive them.
- We may require up to 3-5 business days to verify information on the application.

SCREENING GUIDELINES

Complete Application

- We will not review incomplete applications. Applications submitted without the screening charge will be incomplete and will not be processed.
- We will accept the first qualified applicant(s).
- Applicants must show a government issued photo identification card.

Prior Rental History

- Favorable 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 any application if, after making a good faith effort, we are unable to verify prior rental history.
- No evictions within the past 5 years. We do not consider evictions which resulted in a dismissal or a general judgement for the applicant.

Income/Resources

- Consistent gross household income shall be at least 3 times the monthly rent. (excluding utilities)
- Income must be verifiable through current pay stubs; award letters for Social Security, alimony, child support, welfare, utility or housing assistance self-employed, you must provide tax returns from within the last two years for proof of income. Attach with application. Length of employment will be considered.

Credit/Criminal/Public Records Check

- Negative reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgements, and total debt load. Less than 600 credit score: Denial. 600+ credit score: could result in denial or additional deposit.
- Criminal convictions or pending charges may result in the denial, including, but are not limited to: any drug-related crime, a person crime, a sex offense, a crime involving financial fraud, including identity theft or forgery, or any other crime in the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant or the health, safety or right to a peaceful enjoyment of the premises of residents, the landlord or the landlords agent.

Explanations/Exceptions

- All applicants may submit a written explanation with their application if there are extenuating circumstances which require additional consideration.
- If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.
- 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 the property owner. An increased security deposit will also be required in the amount of \$750, per pet. Please include a photo of the pet with your application. A copy of the pet's latest vaccination is required at the signing of the rental agreement.
- Exceptions may be made for applicants with an increased deposit and/or qualified co-signers at the sole discretion on the Owner/Agent.

***If you do not have two years unbiased, verifiable rental history, or do not meet our income criteria, you can apply with a co-signer. Please be sure to have the co-signer application ready to submit with your application(s) to be considered in line for the property. Co-signers *cannot* be used for poor credit, poor rental history or for criminal backgrounds.



VELOCITY

PROPERTY MANAGEMENT LLC

RENTAL APPLICATION



TO BE COMPLETED BY EACH ADULT APPLICANT
SMOKING POLICY: PROHIBITED ON ALL PROPERTIES

Property you are applying for: _____
Applicant Full Legal Name: _____ Previous Names: _____
Social Security #: _____ DOB: _____ Applicant Phone: (____) _____
Applicant Email: _____ ID Type: _____ ID #: _____ /State: _____ Exp. Date: _____
Current Address: _____ Rent Amount: _____
City: _____ State: _____ Zip Code: _____ Date You Moved in: _____

Former Address: _____ Rent Amount: _____
City: _____ State: _____ Zip Code: _____ Date You Moved in: _____ Out: _____
Former Landlord Name: _____ Landlord Phone: (____) _____ Landlord Email: _____

Former Address: _____ Rent Amount: _____
City: _____ State: _____ Zip Code: _____ Date You Moved in: _____ Out: _____
Former Landlord Name: _____ Landlord Phone: (____) _____ Landlord Email: _____

Current Employer _____ Employer Phone: _____
City: _____ State: _____ Zip Code: _____ How Long?: _____
Position: _____ Gross Monthly Income: \$ _____ Are You Self Employed? _____
Other Monthly Income: Source _____ \$ _____ / Source _____ \$ _____
Previous / Additional Employer: _____ Employer Phone: _____
City: _____ State: _____ Zip Code: _____ How Long?: _____
Position: _____ If Additional, Gross Monthly Income: \$ _____

| Fees and Fines | Move In Costs |
|----------------|---------------|
|----------------|---------------|

| | |
|---|---------------------------------------|
| Application Fee: \$45 | First Month's Rent (May be prorated) |
| Late Rent Fee: \$100 | Base Security Deposit = 1.5x the rent |
| NSF/ Returned Check Fee: \$35 | Pet Deposit = \$750 |
| Pet Waste Fine: \$50 | |
| Smoke Alarm Tampering Fine: \$250 | |
| Early Termination Fee: 1.5 x the monthly rent | |

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED
 IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF

MINIMUM INSURANCE AMOUNT: \$ _____
((\$100,000 IF LEFT BLANK))
OWNER/AGENT MUST BE LISTED AS AN "INTERESTED PERSON" ON THE INSURANCE POLICY AND PROOF OF SUCH LISTING PROVIDED PRIOR TO MOVE-IN
(NO INSURANCE WILL BE REQUIRED IF: A) THE HOUSEHOLD INCOME OF ALL OF THE TENANTS IN THE UNIT IS EQUAL TO OR LESS THAN 50 PERCENT OF THE AREA MEDIAN INCOME, ADJUSTED FOR FAMILY SIZE AS MEASURED UP TO A FIVE-PERSON FAMILY; OR B) IF THE DWELLING UNIT HAS BEEN SUBSIDIZED WITH PUBLIC FUNDS, NOT INCLUDING HOUSING CHOICE VOUCHERS.)

Other Occupants

Name: _____ DOB: _____
 Name: _____ DOB: _____
 Name: _____ DOB: _____
 Name: _____ DOB: _____

Vehicles

Make: _____ Model: _____ License Plate: _____
 Make: _____ Model: _____ License Plate: _____
 Make: _____ Model: _____ License Plate: _____
 Make: _____ Model: _____ License Plate: _____
 Make: _____ Model: _____ License Plate: _____

Do You Have Pets? Yes ___ No ___

Name: _____ Type of Animal: _____ Breed: _____ Age: _____ Weight: _____
 Name: _____ Type of Animal: _____ Breed: _____ Age: _____ Weight: _____
 Name: _____ Type of Animal: _____ Breed: _____ Age: _____ Weight: _____
 Name: _____ Type of Animal: _____ Breed: _____ Age: _____ Weight: _____

Other

Do you intend to use: Aquarium ___ Musical Instrument(s) ___ If yes, type _____

Do you have Renters Insurance? Yes ___ No ___

Emergency Contact Information: Name _____ Phone Number: (____) _____

Contact in case of Death: Name _____ Phone Number: (____) _____

Have you ever been evicted, or are you currently in the eviction process? Yes ___ No ___ If yes, date: _____

Have you ever filed for bankruptcy, or are you currently in the bankruptcy process? Yes ___ No ___ If yes, date: _____

Have you ever had a home foreclosed on, or are you currently in the foreclosure process? Yes ___ No ___ If yes, date: _____

Have you or any other person who will be occupying the unit ever been convicted of, or pled guilty or no contest to, any felony or misdemeanor? Yes ___ No ___ If yes, date: _____

Why are you vacating your current residence? _____

Have you given legal notice where you now live? Yes ___ No ___

How did you hear about our property? _____

Owner/Agent has charged a screening fee charge as set \$45. Owner/Agent may obtain a customer credit report and/or an investigative Consumer Report which may include the checking of the applicant's credit, employment, rental history, and criminal court records and may include information as to His/Her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609 (c). You have the right to dispute the accuracy of the information provided to the owner/agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

Screening Company: Tenant Data

Screening Company Number: (800)228-1837

Screening Company Site: www.tenantdata.com

If the application is approved, applicant will have **48 hours** from the time of the notification to either, at the Owners/Agents option, execute a rental agreement and make all deposits required thereunder or make a deposit to hold the unit and execute an agreement to execute a rental agreement which will provide the forfeiture of the deposit if the applicant fails to occupy the unit. If the applicant fails to timely make the steps toward above, they will be deemed to have refused the unit and the next application for the unit will be processed.

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information is supplied on this application that is later found to be false, this is grounds for termination of tenancy. I have received and read the Owner/Agents rental criteria.

Applicant X _____ Date Signed: _____



Applicant Screening Charge Receipt
- Please fill out and sign. -

Name: _____ Rental Address: _____
City: _____ State: _____ Zip: _____

Fee Amount: \$45.00, payable in Cash, Money Order, or Venmo: @Lindsay-Cloud-1. Must include Names/Address

"Application 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. If your application is not processed, the screening charge will be returned.

venmo



- I understand that renters insurance is a requirement of our tenancy, if our application is approved. (Exceptions may apply, see Oregon Senate Bill 91 Section 2.8.) The required amount of insurance is \$100,000.
- I will bring proof of renters insurance 24 hours prior to your move in.
- I understand that a deposit is required to guarantee and hold the unit within 48 hours of being approved. If for any reason I fail to rent the unit, the execution is non refundable.

Fee disclosure:

Amounts below are subject to change before the rental agreement is executed. Landlord may charge the following non-compliance fees:

- Late charge of \$100 per occurrence
- Smoke alarm and carbon monoxide tampering fee of \$250 per occurrence
- NSF/Returned Check fee of \$35 per occurrence plus amount charged by bank
- Early termination fee equal to ½ time the monthly rent

Applicant X: _____ Date: _____

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

Contact us:

541-388-1382 Info@VelocityPropertyManagement.com 2524 NE Division St #1 Bend, OR 97703