



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 process the first completed 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. If self-employed, you must provide tax returns and bank statements 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. Co-signers will not be accepted from WA, AR, CT, ME or VA. If approved with a co-signer, there will be an additional deposit equal to one month's rent.



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:
Current Landlord Name: # Email:

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:\$

Table with 2 columns: Fees and Fines, Move In Costs. Includes items like Application Fee, Late Rent Fee, NSF/Returned Check Fee, Pet Waste Fine, Smoke Alarm Tampering Fine, Early Termination Fee, First Month's Rent, Base Security Deposit, and Pet Deposit.

IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED
IF CHECKED, RENTER'S INSURANCE WILL BE REQUIRED IF
MINIMUM INSURANCE AMOUNT \$
(100,000 IF 1,1,1,1 BLANK)
OWNERS/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: _____
 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: _____



PH: (800)228-1837 * * FAX: (800)604-2201
www.tenantdata.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand and agree that TENANT DATA SERVICES INC., (TDS), will be processing my rental application and may obtain information about me, including, but not limited to, my credit, my tenant history, check writing history, any court or eviction records and my criminal record information from any source. I hereby authorize and instruct any entity or person contacted by TDS or the Landlord or Landlord's agents to release all information telephonically, by fax, or email/electronically. Furthermore, I also understand that it may be necessary to verify my current employment and I authorize my current employer to release any and all information that may be required to complete the reference report. I further authorize TDS to use a photocopy of this form when it is necessary to verify more than one of my references.

PLEASE PRINT CLEARLY WITH A BLACK PEN

Dated this _____ Day of _____ Year _____

Applicant's LEGAL NAME: _____
First Middle Last

Applicant's Signature: _____

Spouse's LEGAL NAME: _____
First Middle Last

Spouse's Signature: _____

Applicant SSN: _____ Applicant Date of Birth: _____
Month/ Day/ Year

Spouse SSN: _____ Spouse Date of Birth: _____
Month/ Day/ Year

Current Address: _____

City: _____ State: _____ Zip: _____

Applicant's Phone #: (_____) _____

TDS Customer Requesting Report: Velocity Property Management

Stevie 541-388-1302 velocitypm@gmail.com 97360113
Ordered By Phone Fax Account Number

Please select the type of report you require by checking the appropriate box

SILVER REPORT
Credit Report

GOLD
Credit Report,
Criminal History Check,
Eviction History Check (Single State)

PLATINUM
Credit Report, Criminal History
Check, Eviction Check (Single State),
Landlord Verification, Employment Verification
(Include Application to Rent for platinum)

ADDITIONAL REPORT OPTIONS

	AIM
	Multi State Criminal
	Additional State - Criminal
	State(s): _____
	Additional State - Eviction
	State(s): _____
	Landlord Verification
	Employment Verification



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 1/2 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