



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 48 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 OR 2 years of a mortgage with excellent payment history.
- 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.
- Rental history reflecting any past due and unpaid balances to a landlord will result in denial except for unpaid rent, including rent reflected in judgements or referrals of debt to a collection agency, that accrued on or after April 1, 2020 and before March 1, 2022.

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 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 before approval.
- 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 any of the following states: WA, AR, CT, ME or VA. If approved with a co-signer, there will be an additional deposit equal to one month's rent.*



Applicant Checklist

Items Required With Your Application *At The Time You Apply*

- Photo ID
- Application Fee, payable in cash, money order, or Venmo
- Proof of income (See examples below)
 - **If you are self-employed**, we require two years of tax returns from 2019, 2020, or 2021
 - The last 2 months of paystubs
 - Hire letter if you are a new hire/have been employed less than 2 months
 - Social Security / Housing Assistance / Child Support / Retirement / Trust Account / Etc.

Send applications to: Info@VelocityPropertyManagement.com



TO BE COMPLETED BY EACH ADULT APPLICANT SEPERATELY

SMOKING POLICY: PROHIBITED ON ALL PROPERTIES

Property you are applying for: _____ **Desired Move in Date:** _____

Applicant Full Legal Name: _____ Previous Name or Nickname: _____

Social Security #: _____ Date of Birth: _____ Applicant Phone: _____

Applicant Email: _____ ID Type: _____ ID#: _____ State: _____ Exp Date: _____

Current Address: _____ Rent Amount: \$ _____

City: _____ State: _____ Zip Code: _____ Move in Date: _____

Current Landlord Name: _____ #: _____ Email: _____

Previous Address: _____ Rent Amount: \$ _____

City: _____ State: _____ Zip Code: _____ Move in & Out Dates: _____

Current Landlord Name: _____ #: _____ Email: _____

Previous Address: _____ Rent Amount: \$ _____

City: _____ State: _____ Zip Code: _____ Move in & Out Dates: _____

Current Landlord Name: _____ #: _____ Email: _____

Current Employer: _____ Phone: _____ Email: _____

City: _____ State: _____ Zip Code: _____ When Employment Began/Start Date: _____ Remote? Yes / No

Position: _____ Gross monthly income (before taxes): \$ _____ Are You Self Employed? Yes / No

Other Monthly Income Source: _____ \$ _____ Source: _____ \$ _____

Additional Employer, If Any: _____ Phone: _____ Email: _____

City: _____ State: _____ Zip Code: _____ When Employment Began/Start Date: _____ Remote? _____

Position: _____ Gross monthly income (before taxes): \$ _____ Are You Self Employed? _____

Fees and Fines	Move in Costs
Application Fee: \$45 Late Rent Fee: \$100 NSF/Returned Check Fee: \$35 Pet Waste Fine: \$50 Smoke Alarm Tampering Fee: \$250 Early Termination Fee: \$1.5x The monthly rent	First Months Rent: May be prorated Base Security Deposit: \$1.5x the monthly rent Pet Deposit: \$750 Cosigner Deposit: Equal to one months rent



EQUAL HOUSING OPPORTUNITY



MULTIFAMILY NW
The Association Promoting Quality Rental Housing

<u>Other Occupants</u>	<u>Vehicles</u>
Name: _____ DOB: _____	Make: _____ Model: _____ License Plate: _____
Name: _____ DOB: _____	Make: _____ Model: _____ License Plate: _____
Name: _____ DOB: _____	Make: _____ Model: _____ License Plate: _____
Name: _____ DOB: _____	Make: _____ Model: _____ License Plate: _____

Do You Have Pets? Yes: ___ No: ___ ESA/Service Animal: ___ Please provide up to date vaccination records and a photo of the animal.

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: _____ How many gallons? _____ Musical Instrument(s): _____ What type? _____

Do you have Renters Insurance? Yes: _____ No: _____ (You are not required to obtain renters insurance until at least 24 hours prior to your move in. The required amount of insurance is a minimum of \$100,000. Exceptions may apply, see Oregon Senate Bill 91 Section 2.8.)

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? _____ If Yes, date? _____

Have you ever filed for bankruptcy, or are you currently in the bankruptcy process? _____ If Yes, date? _____

Have you ever had a home foreclosed on, or are you currently in the foreclosure process? _____ If Yes, date? _____

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

Why are you vacating your current residence? _____

How did you hear about our property? _____

Owner/Agent has charged a screening fee charge set at \$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 an accurate disclosure of the nature and scope of the investigation.

Screening company: Tenant Data **Company contact:** (800) 228-1837 **Company website:** www.TenantData.com

If the application is approved, applicant will have 48 hours from the time of the notification to either, at the Owner/Agents option, execute a rental agreement and make all deposits required thereunder, or make a deposit to hold the unit and execute and 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 the 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 Signature: _____ Date Signed: _____

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

Ordered By Stevie Phone 541-388-1382 Fax velocitypm@gmail.com Account Number 97360113

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

<input type="checkbox"/>	AIM
<input type="checkbox"/>	Multi State Criminal
<input type="checkbox"/>	Additional State - Criminal
<input type="checkbox"/>	State(s):
<input type="checkbox"/>	Additional State - Eviction
<input type="checkbox"/>	State(s):
<input type="checkbox"/>	Landlord Verification
<input type="checkbox"/>	Employment Verification
<input type="checkbox"/>	

Applicant Screening Charge Process

Name: _____ Rental Address: _____

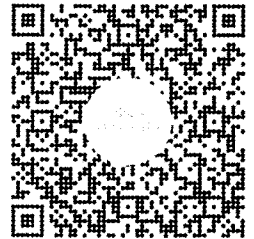
Screening Charge Amount: \$45, payable by cash, money order, or Venmo.

If you are paying with Venmo, please send the fee(s) to our account as shown to complete your application. You can pay together or separately.

If paying with Venmo, your username here for refund purposes: _____

SCREENING POLICY:

If your group is next in line to be processed for a home, we will contact you via email to confirm that you would like to be processed. You will have until 9am the following business day to respond; if we do not hear back from you, your application(s) will automatically be processed in which the screening charge becomes nonrefundable.



@VelocityPM

“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.

Applicant Signature: _____ **Date:** _____

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

Contact Us