

# CRITERIA FOR CO-SIGNERS

*(Applicable only if Owner/Agent does not have custom criteria.)*

## GENERAL STATEMENTS

1. Current, positive, government-issued photo identification that allows Owner/Agent to adequately screen for criminal and or credit history will be required.
2. Each applicant will be required to qualify individually or as per specific criteria areas.
3. Inaccurate, incomplete or falsified information will be grounds for denial of the application.

## INCOME CRITERIA

1. Monthly income must be equal to \_\_\_\_\_ times (if blank, 4 times) stated rent, and must be from a verifiable, legal source.
2. Twelve months of verifiable employment will be required if used as a source of income.
3. Applicants using self-employment income will have their records verified through the state corporation commission, and will be required to submit records to verify their income, which records may include the previous year's tax returns.

## RENTAL HISTORY CRITERIA

1. Twelve months of verifiable contractual rental history from a current unrelated, third party landlord, or home ownership, is required.
2. Three or more notices for nonpayment of rent within one year will result in denial of the application.
3. Three or more dishonored checks within one year will result in denial of the application.
4. Rental history reflecting any past due and unpaid balances to a landlord will result in denial of the application.

## EVICTION HISTORY CRITERIA

Five years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgment for the applicant will not be considered.

## CREDIT CRITERIA

1. Ten or more unpaid collections (not related to medical expenses) will result in denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of this application and the screening fee, Owner/Agent will conduct a search of public records to determine whether applicant has a "Conviction" (which means: charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea), for any crime involving financial fraud, including identity theft and forgery. Any Conviction within the last seven years will result in a denial of the application.



## 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](mailto:Info@VelocityPropertyManagement.com)



# CO-SIGNER APPLICATION

TO BE COMPLETED BY EACH CO-SIGNER

ALL UNITS  
SUBJECT TO  
AVAILABILITY



**OFFICE USE ONLY**

PROPERTY NAME / NUMBER \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 UNIT RENT \$ \_\_\_\_\_ NON-REFUNDABLE SCREENING CHARGE \$ \_\_\_\_\_  
 OWNER / AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
 OWNER / AGENT ADDRESS \_\_\_\_\_  
 PERSONS APPLYING TO BE RESIDENTS \_\_\_\_\_

**CO-SIGNER**

CO-SIGNER FULL LEGAL NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 PREVIOUS NAMES, ALIASES OR NICKNAMES USED \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_ CO-SIGNER PHONE (\_\_\_\_\_) \_\_\_\_\_  
MM/DD/YYYY  
 GOVERNMENT ISSUED PHOTO I.D. TYPE \_\_\_\_\_ # \_\_\_\_\_ / STATE \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
 CURRENT STREET ADDRESS \_\_\_\_\_ MM/DD/YYYY  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_  
MM/DD/YYYY  
 CURRENT LANDLORD NAME \_\_\_\_\_ LANDLORD PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS (OR APARTMENT NAME) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CURRENT EMPLOYER \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
 GROSS MONTHLY INCOME \$ \_\_\_\_\_  
 OTHER MONTHLY INCOME: SOURCE \_\_\_\_\_ \$ \_\_\_\_\_ / SOURCE \_\_\_\_\_ \$ \_\_\_\_\_  
 ARE YOU SELF-EMPLOYED?  YES  NO

**OTHER**

EMERGENCY CONTACT \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 HAVE YOU EVER BEEN EVICTED, OR ARE YOU CURRENTLY IN THE EVICTION PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_  
MM/DD/YYYY  
 HAVE YOU EVER FILED FOR BANKRUPTCY, OR ARE YOU CURRENTLY IN THE BANKRUPTCY PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_  
MM/DD/YYYY  
 HAVE YOU EVER HAD A HOME FORECLOSED ON, OR ARE YOU CURRENTLY IN THE FORECLOSURE PROCESS?  YES  NO IF YES, DATE \_\_\_\_\_  
MM/DD/YYYY  
 HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY  
 OR MISDEMEANOR?  YES  NO IF YES, WHO \_\_\_\_\_ WHERE \_\_\_\_\_ WHEN \_\_\_\_\_  
MM/DD/YYYY  
 WHAT \_\_\_\_\_

**SCREENING**

Owner/Agent has charged a screening charge as set forth above. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the co-signer's credit, income, 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 OR CREDIT REPORTING AGENCY**  
 COMPANY NAME See page 2 PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**SIGNATURE**

*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 credit standing and ability to serve as co-signer. I understand that giving incomplete or false information is grounds for rejection of this application. I understand that if any information supplied on this application is later found to be false, this is grounds for termination of the tenancy of the residents. I have received and read the Owner/Agent's co-signer criteria. I am applying solely to act as a co-signer and will not be occupying the unit.*

CO-SIGNER  DATE \_\_\_\_\_  PHOTO I.D. VERIFIED BY \_\_\_\_\_  
MM/DD/YYYY (INITIALS)  
 OWNER/AGENT  DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_  
MM/DD/YYYY  
 OWNER/AGENT NOTES \_\_\_\_\_

Form M088 OR-WA Copyright © 2016 Multifamily NW. NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION. Revised 11/29/2016.

# tenantdata

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

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ Year \_\_\_\_\_

Applicant's LEGAL NAME: \_\_\_\_\_  
First Middle Last

Applicant's Signature: \_\_\_\_\_

Applicant SSN: \_\_\_\_\_ Applicant 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

Reports can be faxed back to us at 1-800-604-2201 or emailed to [cs@tenantdata.com](mailto:cs@tenantdata.com)



## Applicant Screening Charge Process

---

Name: \_\_\_\_\_ Rental Address: \_\_\_\_\_

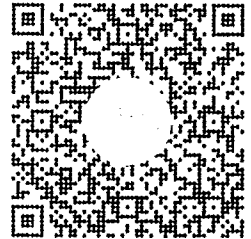
**Screening Charge Amount: \$45, payable by cash, money order, or Venmo.**

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

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