



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.*