

RENTAL POLICY DOCUMENT

Central Oregon Leasing & Management - Residential Division, Inc.

Red Oaks Square ✂ 1250 NE Third St., Ste. B200 ✂ Bend, Oregon 97701 ✂ (541) 385-6830 ✂ Fax (541) 330-0851
<http://centraloregonrentals.com>

NO SMOKING PERMITTED ON THE PREMISES.

******Funds must be received directly from the applicant; NO other source of funds will be accepted.
We do not accept cosignors.**

Applicants must be at least 18 years of age. Applicants over age 21 who live with their parents must also complete an application. Each applicant without joint credit will need to complete a separate application. There is a **NON-REFUNDABLE \$30.00** applicant screening charge **per adult (\$20.00 if you are a current tenant)**. Applications are processed in the order they are received. You are welcome to turn in an application before viewing a home to guarantee your position in line for 24 hours. We will make every effort to show the home within this time period. You will be notified if a showing cannot be arranged. You are welcome to request your application processed without viewing the home. Prior to paying the security deposit, please determine if you would like to complete this part of the rental transaction if the home has not been viewed. Applications take approximately one to three days to process. Applications received with incomplete or unverifiable information are unable to be processed and will be rejected after 48 hours. The next application in line will be processed. ******1 Photo ID and 1 other form of ID needs to be included.**

JOINT TENANCIES: The deposit belongs to **one tenancy**, not individual tenants.

- If there is a **joint tenancy** where none of the tenants has had previous rental history of at least **1 (one) year**, the security deposit will be **doubled**. (*Previous rental history requirement does not apply if there is verifiable home ownership.*) ****✂ Landlord references from a parent will not be considered rental history.

No application will be accepted if information is received which reflects:

- ▶ a negative report from a former landlord. ▶ misrepresentation of any information.
- ▶ Fraudulent use of a Social Security # that has never been issued by the SSA or used by multiple users.

✂ An **increased** security deposit **WILL** be required as part of the evaluation of the following if the application is accepted; unpaid collections or judgments, bankruptcies, tax liens, public records, etc .

- ✂ Convictions for any felony or misdemeanor may be grounds for denial and will be evaluated.
- ✂ Net income from an employer will need to be at least **three** times the monthly rent amount.
- ✂ All other sources of income will be evaluated and will need to be verified by bank statements, tax records, or some other verifiable way. **Please provide this information with your application.**

DEPOSIT TO HOLD & MOVE IN FUNDS: Once the application is approved, we require the immediate payment of the deposit to guarantee and hold the residence. **If payment for the deposit is not received within 24 hours, we will continue to market the home for rent.** Advance payment of deposits is optional. At the signing of the rental agreement, the balance of all funds due (A full month's rent, deposits) must be in **CLEARED FUNDS** (cash, cashier's check, or money order). All funds must have cleared prior to move in.

If the application does not meet our qualifications, an application denial form will be mailed to you. The specific reason for disqualification will NOT be disclosed. If your application meets our qualifications, and you decide not to complete the transaction, we will keep your acceptance status on file for 30 days. The applicant screening is **NON-REFUNDABLE.**

Proof of renter's insurance is required within 48 hours of signing the rental agreement. Noncompliance with this policy may be considered a breach of your rental contract.

PETS: (ALL pets must be pre-authorized.) A photo of your pet would be appreciated. A copy of the latest vaccination is required when signing the rental agreement. Deposits as listed below are suggested amounts; actual deposits may vary by property. **CATS:** Increased security deposit **\$100.00** -- 2 or more cat(s) additional **\$50.00** deposit each.

DOGS: Increased security deposit **\$350.00** per dog.

Rental Address _____	Requested Move-In Date _____	Rent _____
Lease Term _____	Security Deposit _____	Increased Security Deposit _____
UTILITIES: PP&L _____ CEC _____ CNG _____	City Water _____ Avion _____	B. Grbg. _____ Casc. Disp. _____

Please contact our office regarding all costs associated with this property.

✓ **I acknowledge by signing below that I have read and understand the above rental policies:**

✓ _____	✓ _____
Applicant signature	Applicant Signature
Date	Date

PETS: (Indicate if none.) All pets must be pre-authorized. Indicate if this is a dog/cat/bird, or other.

Type & Breed: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female
 Current vaccinations? _____ Age of pet: _____ yrs. _____ mo.'s Check size category: 5-10#? _____ 11-20#? _____ 21-35#? _____
 36-50#? _____ 51-65#? _____ 66-80#? _____ 81-100# +? _____ OUTSIDE ONLY? _____ INSIDE & OUTSIDE? _____ INSIDE ONLY? _____

Type & Breed: _____ Circle one: Spayed/Neutered? Sex of pet: Male or Female
 Current vaccinations? _____ Age of pet: _____ yrs. _____ mo.'s Check size category: 5-10#? _____ 11-20#? _____ 21-35#? _____
 36-50#? _____ 51-65#? _____ 66-80#? _____ 81-100# +? _____ OUTSIDE ONLY? _____ INSIDE & OUTSIDE? _____ INSIDE ONLY? _____

If dog(s) please answer the following:
 DOG IN CRATE WHEN INSIDE? _____ NOT LEFT AT HOME DURING DAY? _____
 OUTSIDE IN KENNEL? _____
 Additional pet information: _____

EMPLOYMENT: Self employment and other sources of income will be evaluated and will need to be verified by bank statements, tax records, or some other verifiable way. **Please provide this information with your application.**

- 1) **Applicant Employer:** _____ How Long?: _____
 Personnel Contact: _____ Telephone #: _____
 Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time
- 2) Previous Employer _____ How Long?: _____
 Supervisor: _____ Telephone #: _____
- 3) Spouse Employer: _____ How Long?: _____
 Personnel Contact: _____ Telephone #: _____
 Job Title: _____ Take Home Pay _____ /month Circle which: Full Time / Part Time
- 4) Previous Employer _____ How Long?: _____
 Supervisor: _____ Telephone #: _____

OTHER INCOME: Please verify by attaching information and/or providing a name and telephone number.

- 5) Amount: _____ Source: _____
- 6) Amount: _____ Source: _____

APPLICANT COMMENTS & EXPLANATIONS: _____

ITEMS TO BE NEGOTIATED: _____

*****All terms that need negotiation are to be presented and agreed upon by all parties **BEFORE** the processing of the application. Agent / Owner or any Representative, shall not be held responsible for any implied terms that are not negotiated.

APPLICANT SCREENING CHARGE DISCLOSURES:

1) Owner/Agent will obtain references including but not limited to tenant screening and credit report which generally consists of: 1) credit history, b) public records, including but not limited to judgments, liens, evictions, and status of collection accounts; c) information verification; d) current obligations and credit ratings; 3) criminal records. Other references that will be checked, but NOT limited to, will include the Internet and Realtors who are currently representing the property or have done so in the past.

2) Owner/Agent is charging an applicant screening charge per applicant, none of which is refundable unless the owner/agent does **not** screen the applicant. Application valid for up to two weeks from date of receipt by owner/agent.

3) Upon receipt of the rental application and screening charge, owner/agent shall conduct a search of public records to determine whether the applicant or proposed tenant has been convicted of any crime. A conviction or convictions for any felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug-related, or weapons charges may be grounds for the denial of the rental application and will be evaluated.

✓I understand I have the right to dispute the accuracy of any information provided to the owner/agent by a credit reporting agency. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks).

✓ _____
 Applicant signature Date

✓ _____
 Applicant Signature Date