

Tenant Rental Screening Application

Please complete one copy for each signer, co-signer, or applicant over the age of 18.
Attach additional page(s) if needed.

Applicant Name: _____ **Phone #** _____

Additional Occupants. Please list the legal names and DOB of all other occupants.

Name:	DOB:	Name:	DOB:
Name:	DOB:	Name:	DOB:
Name:	DOB:	Does anyone listed on this application smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Rental History. Name / contact information for previous landlord for at least the past 5 years:

Rental Address:	
Reason for Moving:	
Have you <i>ever</i> been evicted or asked to move? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of Tenancy:

Income. Please provide information about your income and employment for the past 5 years.

Employer:	Length of Employment:
Position:	Monthly Income:
Notes:	
Other Income: Do you receive income from other source(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "yes", please supply the above requested information regarding your other income.</i>	

Credit Report. Enter your legal name and email address below, and we will send you an invitation for your credit check.

Full Legal Name:	DOB:
Email:	
Address:	
Have you ever filed for Bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant represents that all the statements on this application are true and correct and hereby authorizes landlord/agent to verify the above items. Landlord does not charge an application fee, but credit reports carry a fee of \$19.99 payable to Experian and the pet profile may carry a fee payable to PetScreening.com.

Please see the Tenant Criteria attached for more details about the application and determination process.

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____

Send completed application to: 2828.Crystal@professional-practice.org or Fax (503)419-4662

Email 2828.Crystal@professional-practice.org for a secure email link.

Property: 2828 Crystal Drive, Medford, OR 97504

How to Make a PetScreening Profile

Individuals without pets must complete the online affidavit, while Pet/Animal Owners should gather current vaccination records, veterinarian information and snapshots of their pet/animal.

<https://sophos.petscreening.com>

1. Review pet & animal policies and select your profile type
2. Create your account & complete your profile
3. Submit to share your profile with your housing provider

What's your profile type?



Household Pet

The Household Pet profile includes pet photos, breed info, vaccination details, and behavioral history. Pet profiles are shareable with boarding facilities, groomers, pet caretakers, walkers, etc.

Cost: \$20 for first profile, \$15 for each additional profile per year. A renewal discount is offered if profile is renewed before expiration.



Assistance Animal

The Assistance Animal profile is created when an individual makes a reasonable accommodation request for an assistance animal (service animal, emotional support animal, companion animal, etc.).

All reasonable accommodation requests are reviewed in accordance with HUD Fair Housing guidelines.

Cost: \$0



No Pet or Animal

The No Pet/Animal profile allows those without pets or animals to acknowledge their housing provider's pet policies and restrictions on pet sitting, visiting pets, and getting a pet mid-lease.

The No Pet/Animal profile includes a brief questionnaire that can be completed in 5-minutes or less.

Cost: \$0

Tenant Criteria

Please review the following criteria before completing your application. We would like you to have the opportunity to self-screen since the credit check and pet screening may incur a fee.

Process:

- ❑ **Screening Application.** Submit the screening application (no fee).
- ❑ **Final Application.** We will review your screening application and reply. We will also send a final application, and a link to authorize a credit check and a Pet Screening profile.
- ❑ **Determination.** When your credit check and Pet Screening profile are received, we will complete our verification of your references and send you a determination.

If you don't meet any of the following criteria, but you feel that extenuating circumstances exist, please attach a letter explaining your circumstances, and that information will be taken into consideration in conjunction with your completed credit check and pet profile.

- ❑ **Complete Application:** Each applicant must submit a complete copy of the Tenant **Screening** Application. One application must be identified as the primary signer. Co-signer(s) can be identified and considered.
- ❑ **Non-Occupant Co-Signers:** If an applicant does not qualify, a co-signer who is not an occupant may be considered as a condition of approval. If allowed, only one co-signer will be considered per rental agreement. When using a co-signer, household income (including co-signer) must equal at least six times the monthly rent.
- ❑ **Number of Occupants:** Applications indicating more than 6 occupants will be denied.
- ❑ **Identification:** Applicants must provide a social security number and current government-issued photo identification with their **final** application (see Process > Step 2 > Final Application).
- ❑ **Animals:** This property is pet-friendly, and all applicants must complete a profile at Pet Screening.com (a third-party screening service). An additional security deposit and pet rent, typically per pet, may apply, depending on the animal. Pet Profile fees are \$20 for the first pet and \$15 for each additional pet (paid directly to Pet Screening), Pet Profiles are FREE for

assistance animals and for applicants who don't have any animals. To complete your pet profile(s), visit <https://sophos.petscreening.com>

- **Prior Rental History:** We will need to contact and connect with previous landlord(s) in order to verify your rental history. History of evictions, unpaid rent balance, or poor payment history may be grounds for application denial.

- **Proof of Income:** Your household income and/or financial resources must equal at least three times the monthly rent (ie: household income must meet or exceed \$6,300 per month). Income must be verified by presenting 60-days of recent paycheck stubs or other equivalent proof of income for all income sources with your final application. If you are self-employed, please provide a copy of your last two years' tax returns and a copy of your last two most recent bank statements.

- **Credit History:** Each applicant should have a credit score of at least 600 for consideration. Negative credit history may result in application denial or an increased deposit.

- **Criminal Background:** Criminal history involving distribution and/or manufacturing of a controlled substance, or other types of crime that could be considered an increased risk or threat to others may result in denial of the application.

- **Vehicles:** Occupants may own and keep vehicles (including cars, trucks, boats, trailers, motorcycles, and similar vehicles) in the garage, driveway, and paved side yard. Occupants may keep no more than one vehicle parked on the street directly in front of the house. Vehicles exceeding the capacity of the garage, driveway, side yard, and one vehicle on the street may not be stored at the property. Applicants with vehicles that exceed the capacity of the property and no other plans for off-site storage will be denied.

- **Renter's Insurance:** All tenants must obtain a renter insurance policy to cover damage to or loss of their own possessions, as well as losses resulting from their abuse and/or negligence. After an application is accepted, but before rental agreement can be executed, tenants must provide proof of coverage with **at least \$300,000 liability coverage** with "Tracy Gonzalez" listed as an additional insured, allowing property manager to confirm coverage as needed. *(On average, renter insurance premiums range from \$10-\$30 per month. Country Financial (Phone (541)779-8893) is a valuable insurance resource, but tenants are welcome to purchase renter's insurance from any insurance company they choose.)*

- **Deposit:** If your *final* application is approved, we will need you to sign a Deposit to Hold Agreement and pay a deposit of \$500 to guarantee and hold the house within 2 business days of approval. If no Deposit to Hold and signed Deposit to Hold agreement is received within 2 business days of approval, we may offer a rental agreement to another applicant instead. The deposit to hold (\$500) will be applied to the security deposit balance when a rental agreement is executed. The remaining security deposit (\$2,000), first month’s rent (\$2,100+ pet rent (if applicable)), and a \$1,000 deposit on last month’s rent will be due at least 5 business days prior to the move-in date, and all of these amounts must be paid by cashier’s check (ie: bank check). Money orders, personal checks, and other forms of payment will not be accepted. Subsequent rent payments can be made by personal check, cash, money order, or ACH automatic payment. Cashiers’ checks can be purchased at any bank or credit union. If for any reason you fail to execute a rental agreement, you will forfeit any deposit to hold, per [ORS 90.297](#).

□ **Summary of Estimated Move-In Costs:**

Deposit to Hold	\$500	Due within 2 business days of application approval.
Remaining Security Deposit	\$2,000	Due 5 business days before move-in date. (Total security deposit is \$2,500 – Deposit to hold will be applied to security deposit upon execution of rental agreement)
First Month’s Rent	\$2,100	Due 5 business days before move-in date.
First Month’s Pet Rent	Variable	Fee dependent on existence and score of pet(s) (pet score determined by Pet Screening profile).
Pet Security Deposit	Variable	Fee dependent on existence and score of pet(s).
Deposit on Last Month’s Rent	\$1,000	Deposit to be applied to last month’s rent.
TOTAL	\$5,600	<i>All payments detailed above must be made by Cashiers Check.</i>