

Preliminary Rental Screening

Property: 2828 Crystal Dr, Medford, OR 97504

*Please review the attached tenant criteria. If tenant criteria are not met, and you would still like to apply, please include a letter explaining mitigating circumstances. **This is a preliminary screening.** Upon approval, you will be sent a Rental Application at the email. The Rental Application process includes a credit check (\$14.95 per applicant) and pet screening (\$20 per pet) paid directly to the entity conducting the check. **There is no charge for the preliminary screening.***

Applicant Name: _____

Phone #: _____ Email: _____

Current Address: _____

Names and ages of people to occupy premises: _____

Do you have any pets? What kind/size? _____

Names & contact information for previous landlords for the past 5 years:

1. _____
2. _____
3. _____

References & Contact Information:

1. _____
2. _____
3. _____

Do you smoke? Yes No (If yes, do you smoke inside? Yes No)

Monthly Household Income: \$ _____ How long do you expect to rent in this area? _____

Employer: _____ Occupation: _____

Please tell us any other pertinent information about yourself and your family. Feel free to attach additional information:

Tenant Criteria

Please review the following criteria before submitting your application. We would like you to have the opportunity to self-screen since the credit check and pet screening may incur a fee. If you don't meet any of the following criteria, but you feel that extenuating circumstances exist, please send in a letter or statement 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 completed copy of pages 1-3 of the Tenant Screening Application. Applicants may duplicate references when applicable. Incomplete applications will not be processed. Each complete application must include a copy of pages 1-3 for a signer, but only one application can be identified as the signer. One (and no more than one) co-signer can be identified.
- ❑ **Non-Occupant Co-Signers:** If an applicant does not qualify based on their own income or lack of credit history, 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 identification, which includes a photo.
- ❑ **Animals:** The 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 be due, depending on the animal. Pet Profile fees are \$20 for the first pet \$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 landlords 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 \$6,000 per month). Income must be verified by presenting 60-days of recent paycheck stubs or other equivalent proof of income for all income sources. 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 must have a credit score of at least 600 for consideration. Negative credit history may result in application denial or an increased security deposit. The fee for credit checks is \$14.95 per applicant, paid directly to Experian for the Rental Application.
- ❑ **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 landlord 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 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 will begin screening other applicants, and 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) and first month's rent (\$2,000) will be due at least 5 business days prior to the move-in date, and all of these amounts (deposit to hold, security deposit, and first month's rent) must be paid by cashier's 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 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	\$2,000	Due 5 business days before move-in date.
First Month's Pet Rent	Variable	Fee dependent on existence and score of pet(s) on PetScreening registration.
Pet Security Deposit	Variable	Fee dependent on existence and score of pet(s) on PetScreening registration.
TOTAL	\$4,500 (plus pet fee)	<i>All payments detailed above must be made by Cashier's Check.</i>

I have read and understand the tenant criteria and Preliminary Screening information. I understand that upon approval of this Preliminary Screening, I will be sent a Rental Application, and all information will be verified.

Signature of Applicant: _____ Date: _____