

# DCP&I

MAILING ONLY: 1224 NE Walnut Street #293, Roseburg, Oregon 97470

Phone: 541-672-2958 | Fax: 541-679-2973

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## Application Screening / Rental Policies

**Please initial everywhere required.**

**This acknowledges you have read, understand, and agree to our screening and rental policies.**

These are general guidelines we follow when screening/evaluating applicants and applications.

We go on a case-by-case basis and do reserve the right to make exceptions

**PLEASE FILL OUT APPLICATIONS ENTIRELY - INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY DENIED.**

**1. We offer applications to everyone. We follow all state and federal laws. We do not discriminate.**

**2.** Demeanor, manners and conduct during the application and interview process will be considered. If you or anyone with you display rude, hostile or any inappropriate behavior that causes us to believe you will not get along with or respect your neighbors, the DCP&I office staff, or take care of the rented premises, you will be denied.

**3.** We accept and process only **ONE** application at a time. If your application has been approved, you will be offered the first available unit. If your application is denied, we will notify you in writing and move on to the next application.

**4.** We rent to the first qualified applicant who has submitted a completed application and met **ALL** screening criteria.

**5.** We must be able to verify all required information on the application. **It is up to the applicant to provide our office with all information needed in order to properly screen and consider the application.** Failure to provide all required information will result in an automatic denial.

**6.** We reserve **FOUR** business days to process each application. If, after giving our best effort, we are unable to verify any information on the application, the application will be denied.

**7.** Each individual 18 years or older or emancipated must fill out a separate application.

**8.** Any false information given will be grounds for application denial or termination of tenancy.

**9.** We require that you sign and date the application and screening criteria or the application will be considered incomplete and will be automatically denied.

**10.** If your application is approved, applicant will have **24 HOURS** to secure the rental unit by either **a)** signing a rental agreement and paying any/all required security deposit(s) and pro-rated rent; or **b)** paying the required security deposit(s) and signing a Deposit To Hold form to hold the rental unit until it is available for move-in.

**11. WE CANNOT HOLD A UNIT WITHOUT PAYMENT.**

**12.** We require that all pro-rated rent and security deposit(s) be paid in FULL prior to move-in.

**13.** We may require renters insurance. If your application is approved, you may be required to obtain renters insurance and provide a copy of the policy to DCP&I prior to signing a rental agreement.

**14. Rent is due on the 1st of every month.** If rent is not received in full by the end of the 5th day of the month, a late fee may be charged to you. If we waive a late fee, it is not to be construed as waiving our right to charge late fees in the future.

**15.** Pet deposits range from \$250-\$500, depending on the pet. If you are approved for a rental unit that allows pets and want to bring a pet into the rental unit, it must be approved by DCP&I **BEFORE** you bring a pet into the unit.

Bringing a pet into a rental unit without prior approval is a violation of your rental agreement and you may be charged an Unauthorized Pet Fee of \$250 OR your rental agreement may be terminated.

### **APPLICATION REQUIREMENTS:** \_\_\_\_\_ **(initials)**

**1.** We require **TWO YEARS** of verifiable rental history from unbiased and unrelated sources. This must include names and phone numbers of current and/or previous landlords.

**2.** We require **TWO MONTHS** proof of all income. (Ex.: bank statements, pay stubs, award letters, etc.)

**3.** We require a copy of photo identification for each applicant 18 years of age or older.

**4.** We require that the total household income be at least **THREE** times the amount of the rent.

**5.** Net household income must be at least **THREE** times the amount of the monthly rent (not including utilities).

### **CRIMINAL/CREDIT/PUBLIC RECORDS CHECK:** \_\_\_\_\_ **(initials)**

**1.** A credit checks and/or criminal and public records check may be performed. Negative reports may result in denial of the application.

**2.** Any individual who is a current illegal substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance in the last five years may be denied tenancy,

**3.** Your applications will be denied if you have ever been convicted of a crime of sexual nature.

### **OTHER SOURCES:** \_\_\_\_\_ **(initials)**

**1.** Other information we may uncover that leads us to believe your tenancy would be a threat to neighbors, other tenants or the rental property, will result in a denial.

**2.** Demeanor or manners during the applications and interview process will be considered. If you or the persons with you are rude or in any way display behavior that causes us to believe you will not get along with the neighbors, take care of the property, or conduct yourself professionally with the office staff, you will be denied.

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### **DOCUMENT PROCESSING FEE: \_\_\_\_\_ (initials)**

1. If you have been approved for the rental unit, have signed a rental agreement and/or a Deposit To Hold form and decide to back out, we reserve the right to charge you a \$50 document processing fee.
2. If the applicant backs out after a security deposit has been paid and a Deposit To Hold form has been signed, we will keep the deposit (or a portion of) to cover lost rent for holding the unit for you.
3. If you decide you do not want to carry forth with renting a unit after you have already signed a rental agreement, we reserve the right to require a **30 DAY NOTICE** and process your move out as we would any other move out and any deposit refund owed to you would be refunded to you within **30 days** of the date you vacate the unit. \_\_\_\_\_ (initials)

### **SECURITY DEPOSIT: \_\_\_\_\_ (initials)**

1. Security deposit amounts vary from unit to unit. \_\_\_\_\_ (initials) The deposit amount is disclosed with any advertising we do for a specific unit. If you are applying to be placed on the waiting list, deposit amounts will be disclosed for units as they become available.
2. Pet deposits range from \$250-\$500, depending on the pet and unit. If you are approved for a rental unit that allows pets and want to bring a pet into the rental unit, DCP&I must approve it **BEFORE** you bring the pet into the unit and if approved, A Pet Agreement form must filled out and signed by both parties, with proof of licensing, vaccinations and insurance **BEFORE** bringing a pet into the rental unit.
3. Bringing a pet into a rental unit without prior approval is a violation of your rental agreement and you may be charged an Unauthorized Pet Fee of \$250 OR your rental agreement may be terminated. If you are charged an unauthorized pet fee and you do not remove the pet, you can be charged the \$250 fee every 48 hours that the pet remains at the rental unit.
4. Any cleaning needed in the rental unit after a tenant has vacated will be charged at the rate of \$25 per hour (professional services are higher according to trade.) \_\_\_\_\_ (initials)

### **PAYMENTS RECEIVED: \_\_\_\_\_ (initials)**

1. All payments received shall be applied in the following order according to Oregon law:
  - a.) Outstanding rent from prior months.
  - b.) Rent for the current rental period.
  - c.) Utility or service charges.
  - d.) Late rent fees.
  - e.) Other non-compliance fees or charges owed by the tenant.
  - f.) Other fees or charges related to damage claims or other claims against the tenant.

**\*\*This order is subject to change according to changes to Oregon Landlord/Tenant Law.**

**\*\*Tenant(s) will be notified if such changes occur.\*\***

### **CONDUCT: \_\_\_\_\_ (initials)**

- Disorderly conduct shall be grounds for notice to vacate the dwelling unit and terminate this agreement. Tenant(s) shall restrict all sounds or noise to a reasonable volume. Tenant(s) and their guests shall conduct themselves in a manner that will not disturb their neighbors' peaceful enjoyment of the premises.
- **Spectrum Cleaning & Restoration 541-315-5179** cleans the carpets of our rental units prior to move-in. Tenant(s) are to use Spectrum when needed during your tenancy and upon move-out. \_\_\_\_\_ (initials)
- Tenant is responsible to keep the unit in a clean, heated, dry condition to prevent mold. Mold can cause health risk and severe damage to the rental unit. \_\_\_\_\_ (initials)
- Tenants must haul off their own move-in/move-out boxes, furniture, bar-b-que, etc. The dumpster is for everyday household trash only. Tenants will be billed for extra pick-up charges when necessary. \_\_\_\_\_ (initials)
- Parking in a manner that the dumpster can not be picked up will be charged back to the tenant whose vehicle, or guests vehicle, is blocking the dumpster. Such vehicles are subject to be towed when possible. \_\_\_\_\_ (initials)

**By signing and dating below, I am agreeing that I have read, acknowledged, initialed and agreed to the above Application Screening/Rental Policies.**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER/AGENT TO COMPLETE

Property Address: \_\_\_\_\_

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_ ☐ a.m. ☐ p.m.

\_\_\_\_\_ # of units available (of the type and in the area) that will be available for rent in the near future by this owner.

\_\_\_\_\_ # of applications previously accepted and remaining under consideration for those units.

(If left blank, at least one unit is available and no previously accepted applications currently under consideration have been accepted.)

Examined picture identification? ☐ Yes ☐ No Type of identification? \_\_\_\_\_

## RENT, DEPOSIT, AND FEE DISCLOSURE (Amounts listed below may be subject to change before the rental agreement is executed)

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Other Deposit: \$ \_\_\_\_\_

**DEPOSITS MAY INCREASE IF APPLICANT IS UNABLE TO MEET ONE OR MORE OF OWNER/AGENT'S SCREENING CRITERIA.**

☐ **If checked, Renter's Insurance is required** – Tenant is required to maintain minimum of \$100,000 liability coverage and list Owner/Agent as Interested Party. If Tenant(s) combined household income falls at or below 50% of the median for the area, Renter's Insurance may not be required. Owner/Agent is also responsible to maintain their own insurance policy and may not "self insure" if Renter's Insurance is to be required. Owner/Agent must provide proof of property insurance to Tenant upon request.

### Owner/Agent may charge the following:

- Late payment of rent charge of \$ \_\_\_\_\_.
- Smoke alarm and carbon monoxide alarm tampering fee of \$250.
- Dishonored check fee of \$35 plus amount charged by bank.
- Early termination of lease fee not to exceed 1-1/2 times the monthly rent, or actual damages at the option of Owner/Agent.
- Owner/Agent may charge the following non-compliance fees after first giving a written warning notice of initial violation if noncompliance occurs within one year: \$50 fee for 2nd violation, and \$50 plus 5% of current rent for each subsequent violation. 1. Failure to clean up animal waste, garbage, rubbish or other waste. 2. Parking violation or other improper use of vehicle.
- Owner/Agent may charge a fee for keeping on the premises an unauthorized pet capable of causing damage. Fee may be assessed for repeat violations that occur as early as 48 hours after the effective date of written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed \$250 per violation.
- Owner/Agent may charge a fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area of the premises. Fee may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning. Fee not to exceed \$250 per violation.

## PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

First Middle Last

Email Address: \_\_\_\_\_ Cellular Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

S.S. #: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Driver's License, State and #: \_\_\_\_\_

1) **Current Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Since: \_\_\_\_\_ Why are you moving? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

2) **Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

3) **Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Why did you move? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Have you ever:** Been Evicted? ☐ Yes ☐ No Been sued by Landlord? ☐ Yes ☐ No Filed Bankruptcy? ☐ Yes ☐ No Been convicted, or plead guilty or no contest, to a crime? ☐ Yes ☐ No If yes to any of these, please explain: \_\_\_\_\_

### If your service or companion animal requires a reasonable accommodation please inquire with Owner/Agent.

Animal #1 - Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_ Ever injured anyone or damaged anything? ☐ Yes ☐ No

Animal #2 - Type: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_ Ever injured anyone or damaged anything? ☐ Yes ☐ No

## OUTSTANDING DEBTS – Please list below all outstanding past due payment obligations and/or collections accounts.

## BANK INFORMATION

1) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_  
2) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
3) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Type/Account #: \_\_\_\_\_

## EMPLOYMENT/INCOME

1) Current Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_  
Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ ☐ Full-time ☐ Part-time

2) Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_  
Job Title: \_\_\_\_\_ Take home pay (per month): \$ \_\_\_\_\_ ☐ Full-time ☐ Part-time

Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_  
Other Income (per month): \$ \_\_\_\_\_ Source: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_

## REFERENCES

1) Relative: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_  
2) Emergency Contact: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_  
3) Personal Reference: \_\_\_\_\_ Telephone: ( ) \_\_\_\_ - \_\_\_\_

## PERSONAL PROPERTY

1) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
2) Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_  
3) Other: Vehicles/Boats \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Do you own the following: Trampoline? ☐ Yes ☐ No Water-filled furniture? ☐ Yes ☐ No Fish Tank or Aquarium? ☐ Yes ☐ No

## MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT SCREENING CHARGE DISCLOSURES

- 1) Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:
  - a) Credit history including credit report;
  - b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts;
  - c) Current obligations and credit ratings; and/or
  - d) Criminal records or other information verification.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge \$ \_\_\_\_\_ none of which is refundable unless the Owner/Agent does not screen the applicant. This application is valid for up to 60 days from date of receipt by Owner/Agent.
- 3) Any charges imposed upon Owner/Agent by a Homeowner's or Condominium Association for anyone who moves into or out of a unit within the association, may be passed through to the Tenant(s) for payment as allowed by law. Current fee is \$ \_\_\_\_\_
- 4) If the mail receptacle associated with the dwelling unit is a locking type, Tenant(s) are solely responsible for the fees charged by the Postmaster for the re-keying of the box should a key not be provided by the Owner/Agent, or if the mail box has not been re-keyed between tenancies.

Incomplete applications will not be accepted. Inability to verify information may result in denial of application. Presentation of false information may result in denial of application or termination of tenancy if discovered within one year of submission of application.

I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an applicant screening charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Screening Guidelines. I understand that I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency.

**No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.**

Applicant \_\_\_\_\_

Date \_\_\_\_\_

