

DCP&I, LLC

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

Application Screening & Rental Policies

Initial everywhere indicated. Initialing indicates that you have read through each of the policies and accept the requirements of the application and screening process.

1. COMPLETED APPLICATION -

The application must be filled out completely. If there is any section that does not apply to you, please write "N/A" or "not applicable." Separate applications are required for each adult 18 years of age or older. Any false information given will result in denial of your application or termination of your tenancy. It is the responsibility of each applicant to provide all required information for processing. All required information must be submitted with your application or it is considered incomplete. **INCOMPLETE APPLICATIONS ARE AUTOMATICALLY DENIED.** _____(initials)

2. TWO YEARS OF VERIFIABLE RENTAL HISTORY / HOMEOWNERSHIP -

We require verifiable rental history for the last two consecutive years from unrelated and unbiased sources. This must include names, addresses, and phone numbers for us to obtain references and verify the rental history. For applicant(s) with homeownership, we would require a letter or statement verifying either sole ownership or on-time mortgage payments for the last two consecutive years.
_____(initials)

3. CO-SIGNERS / INCREASED SECURITY DEPOSITS -

If an applicant does not meet the rental history requirement, but meets all other criteria, we may consider a co-signer or an increased security deposit as a condition of approval. If allowed, the co-signer must complete the application process and is subject to the same screening and rental criteria.
_____(initials)

4. TWO MONTHS PROOF OF ALL INCOME SOURCES -

We require two months proof of all income sources. Examples include bank statements, pay stubs, award letters (HUD, TANF, SNAP, etc.) For applicants with new employment, we would accept a letter from your employer with standard income information (wage, hours, etc.) for verification. Total monthly income must be at least *THREE TIMES* the the rent amount. _____(initials)

5. IDENTIFICATION -

Social security number (if applicable) and a copy of current, government-issued photo identification is required for each applicant. Examples of photo identification include: drivers license, identification card, passport, etc. Applicants who do not qualify for a social security number may provide a ITIN (Individual Taxpayer Identification Number), citizenship/consulate card, alien registration receipt card, foreign passport, refugee travel document, or alternative form of documentation to verify individual identity.
_____(initials)

6. CRIMINAL / PUBLIC RECORDS CHECK -

We conduct public records and criminal background checks on all applicants. Negative reports may result in denial of your application. We do not do credit checks and do not have a credit score requirement, however, credit *history* is taken into consideration. Applicant(s) with history of chronic late payments, unpaid debts, collections, etc. may be denied. Your application may be denied if you have received a conviction, no contest plea, or guilty plea within the last five years for the distribution or manufacturing of controlled substances or any crime that would be considered a threat to the property and/or others.
_____(initials)

8. RENTERS INSURANCE -

Renters insurance is not required, but highly recommended. If applicant(s) are approved and opt to obtain a renters insurance policy, we ask that a copy of the policy be provided to management.

_____ (initials)

9. PETS & SERVICE / COMPANION ANIMALS -

Pets may be considered at some of our properties. We ask that photos and information on your pet be provided with your application for consideration. If approved, we would require a \$250 pet deposit and a signed Pet Agreement, with proof of licensing, vaccinations, and insurance BEFORE bringing the pet(s) to the rented unit/space. Bringing an unauthorized pet into the rented unit/space is a violation of the rental agreement and is subject to an Unauthorized Pet Fee of \$250 OR termination of your rental agreement. Approved applicants with service/companion animals must provide photo(s) of the animal(s) and sign a Service Animal Agreement prior to bringing the animal into the rented unit/space.

_____ (initials)

10. UNIT OCCUPANCY STANDARD -

DCP&I, LLC has adopted a maximum occupancy standard of two persons per bedroom +1, in accordance with ORS 90.262 and the Fair Housing Council of Oregon. _____ (initials)

11. OTHER SOURCES / BEHAVIOR -

Maintaining the peaceful enjoyment of our properties and ensuring the safety of our tenants, staff, properties, and guests are of vital importance. Information we may uncover that leads us to believe applicant(s) may be a threat to tenants, neighbors, staff, and/or the property, will be denied. Behavior during the screening and interview process is also considered. Applicant(s) who display rude, hostile, and/or inappropriate behavior will be denied. _____ (initials)

12. SCREENING -

All applications are screened in the order that they are received and we rent to the first qualified applicant. It is up to each applicant to provide DCP&I, LLC with all information required for us to properly screen your application. We reserve four business days for processing. If we encounter delay(s) in any portion of the screening process (ex: background check results, rental references, etc.) we may take additional business days to complete. If after a good faith effort, we have been unable to verify any of the information on your application, your application will be denied. _____ (initials)

13. APPROVAL / DENIAL -

WE CANNOT HOLD A UNIT WITHOUT PAYMENT. If your application is denied, a denial letter will be sent to you via mail providing the reason(s). If your application is approved, you will be contacted within one business day and you will have 24 hours from the date of approval to secure the unit/space by either: a) signing a rental agreement and paying any/all move-in costs; or b) paying the required security deposit(s) and signing a Deposit To Hold form to hold the unit/space until it is available for move-in. Deposit To Hold will hold the unit for applicant(s) up to seven days from the date of approval or the availability of the unit/space. If applicant(s) fail(s) to secure the unit/space within 24 hours of approval, we reserve the right to continue advertising the unit/space and receiving additional applications for consideration and your application may be denied. Per ORS 90.297, if you fail to execute a rental agreement for any reason, you forfeit any deposit to hold. _____ (initials)

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

Signature: _____ Print: _____
Date: _____

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

