

DCP&I

www.dcp-or.com

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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. RENTAL HISTORY AND/OR HOMEOWNERSHIP

We require verifiable rental history for the most recent, two consecutive years from unrelated and unbiased sources. This must include names, addresses, phone numbers, and email addresses (if applicable) for us to obtain references and verify the rental history. For applicant(s) with homeownership, we require documentation verifying either ownership or on-time mortgage payments for the last two consecutive years or the period where homeownership was applicable within the two years. _____ **(initials)**

3. CO-SIGNERS AND 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 any and 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 photo 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 safety of 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 ANIMAL(S)

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. Applicants with service/companion animal(s) must provide a photo of the animal(s) and current documentation from a qualified professional verifying the service/companion status. A Service Animal Agreement must be completed and signed prior to bringing the animal(s) into the rented unit/space. _____(initials)

10. UNIT OCCUPANCY STANDARD

DCP&I 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, including rude, hostile, and/or threatening behavior.

(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 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: _____

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 _____

