



UMBRELLA PROPERTIES MANAGEMENT

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Coburg, OR 97408
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Bend Office
1315 SE Armour Rd. #1
Bend, OR 97702
541-728-0757 – Fax: 541-728-0678

APPLICANT SCREENING POLICIES

Thank you for selecting Umbrella Properties, Mgmt. We hope we can assist you in finding a rental to meet your needs. Our screening process is listed below. Please be thorough as incomplete rental applications may be returned for completion causing a delay in processing. **On approval of the application, a \$35 application processing charge must be paid for each person 18 years of age, or older, and any minor living independently.** A second security deposit may be charged for a lack of rental references, income, or verifiable rental history, and/or a cosigner may be required. The second security deposit is **not** a last month's rent. Umbrella Properties' pet policies may vary by complex/unit. See the manager regarding allowable pets. Some properties may be within a 100 year flood plain.

All money and move-in costs are to be paid by money order or certified funds. Please, no cash

1. Please fill out the application completely. All phone numbers requested must be supplied. Occupancy is limited to 2 people per bedroom. Anyone over 18 years of age (or minor living independently) must be listed as an applicant and sign the application and rental agreement, unless a Personal Care Attendant. A non-refundable reservation deposit may be required on application approval. The reservation deposit may be applied to the move-in costs on lease initiation.

2. Applicants that have not lived and/or worked within 100 miles for at least 6 months may be required to pay an additional security deposit and/or obtain a qualified cosigner. This is not the last month's rent.

3. Cosigner: A qualified cosigner is one who: A. Fills out the cosigner sheet completely. B. Fills out an application providing proof of the source, stability and amount of income equal to 3 times the rent, and C. Is willing to sign the rental agreement and pay the rent if tenants fails to meet any obligations.

4. Identification Verification: All applicants over 18 years must provide 2 sources of current, valid, and verifiable pieces of identification. One of these must be a picture ID. Prior to approval, each applicant's picture ID must be presented to the manager in person.

5. Demeanor: An applicant's demeanor (attitude and behavior) during the screening process may be considered.

6. Income: The income shall be 2 ½ times the stated monthly rent. A **second security deposit is charged for any applicant filing Bankruptcy within the last seven years.** Verification of source, stability and amount of income must be provided. An additional security deposit and/or a qualified cosigner may be required for insufficient or unstable income.

7. References: All landlord and personal references must be accurate and verifiable. Three attempts will be made to verify your references before going to the next application. A negative reference may result in application denial. Please supply five years of rental history.

8. Judgments/Collections: The landlord may make a search of court records for each applicant. Applications may be denied for FED's, unsatisfied judgments, misdemeanors, or felony convictions. Applicants may be asked to provide a copy of their police record, obtained at their own cost. A police report may be required from each city where you have lived. If applications containing the above problems are approved through satisfactions, applicants may be required to pay an additional security deposit and/or obtain a qualified cosigner. [] < Put an "X" here if you are a "Personal Care Attendant". [] < Put an X here if you are applying for temporary occupancy **(tenant in unit required).**

9. Section 8: Section 8 applicants must provide written verification of participation in a valid program.

10. Credit Check: A credit check may be run. A factor shall be applied against the number of accounts and outstanding balances. A debt to income ratio of 50-60 percent may be allowed.

Any information provided (verbal or written) that is incomplete, inaccurate, negative, unverifiable, or falsified may be grounds for the denial of the application or subsequent termination of tenancy. Applicants may be liable for any loss or damages resulting from false information. **We have read and understand the above:**

Applicant 1 _____ Applicant 2 _____

Date & Time Received By Office ____/____/____, _____:_____ a.m. p.m.

RENTAL APPLICATION

Rental Unit Address Preferences _____ City _____

Preferences – Check All that Apply:

[] Duplex [] 2-Story Duplex [] Apt [] 2-Story Apt [] House [] 1-Bedroom [] 2-Bedroom [] 3-Bedroom

Desired Rent Range _____ Maximum Rent Amt. _____

The application processing charge of \$35/applicant is to be paid on application approval before execution of the rental agreement. The process followed in screening is to review public records, criminal records, employment verifications, and landlord/personal references. The applicant has a right to dispute the accuracy of any information from public or criminal records. Said records may be accessed at any county courthouse. The landlord is not required to disclose all the details of the application screening.

RENTAL INFORMATION (Applicant information) PLEASE PRINT

Last First Middle

#1 Applicant Name _____ Birth Date _____
#2 Applicant Name _____ Birth Date _____

Indicate number, breed and age of all pet/s: _____

Applicant #1 Phone: _____ Applicant #2 Phone: _____
Applicant #1 Email: _____ Applicant #2 Email: _____

#1 Driver's License or other picture ID # _____ ST _____ 2nd ID _____
#2 Driver's License or other picture ID # _____ ST _____ 2nd ID _____

of vehicles _____ Make, year, color & lic #'s _____

COMMENTS _____

Please list Oregon counties where you have resided _____

- 1. How many people will be living in the unit?
2. Why are you moving from your current address?
3. Do you have good landlord/mortgage history?
4. Have you ever received a notice to move? Please explain
5. Have you ever had problems paying your rent on time?
6. Do you currently owe money to a landlord?
7. Do you have any unsatisfied small claims or other money judgments. If yes, explain
8. Have you ever filed for bankruptcy? If yes, year
9. Have you ever had a claim filed against you for non-payment of rent, cleaning, or damage charges to a rental unit? Has this been satisfied?
10. Do you or any persons that will be living with you currently use illegal drugs, or have you/they ever been arrested or convicted of theft, assault, injuring people or damaging property, manufacture and delivery of a controlled substance, or for any other felony or misdemeanor? If yes, please explain.
11. Have you ever used any names other than those listed above (maiden, nickname, alias, other marriages, etc.)? Please list:
12. Are you on a HUD Section 8 program? If yes please list which program

PERSONAL REFERENCES

1. Name _____ Relationship _____
Address _____ Phone _____
2. Name _____ Relationship _____
Address _____ Phone _____

In Case of Death or Emergency, Please Notify:

Name: _____ Address _____
City _____ State _____ Zip _____ Phone _____
Relationship _____ Comments _____

EMPLOYMENT/INCOME INFORMATION

Applicant #1: Present Employer/Income _____ How Long _____
Address City _____ State _____
Phone _____ Supervisor _____
Job title _____ Take Home/month _____

Applicant #2: Present Employer/Income _____ How Long _____
Address City _____ State _____
Phone _____ Supervisor _____
Job title _____ Take Home/month _____

Other Sources of Income: (List name, address, phone #, and amount to be verified or bring written verification of said income).

RENTAL HISTORY

1. Present Address _____ City/State _____ From: _____ To: _____
Landlord _____ Parent () Owner () Manager ()
Landlord Address _____ Phone: _____

2. Previous Address _____ City/State _____ From: _____ To: _____
Landlord _____ Parent () Owner () Manager ()
Landlord Address _____ Phone: _____

3. Previous Address _____ City/State _____ From: _____ To: _____
Landlord _____ Parent () Owner () Manager ()
Landlord Address _____ Phone: _____

4. Previous Address _____ City/State _____ From: _____ To: _____
Landlord _____ Parent () Owner () Manager ()
Landlord Address _____ Phone: _____

Have you ever rented from a management company, person, owner, etc. that you have not listed on the application?

If so, please list their name/s, address and phone number/s _____

SURVEY: Please indicate below how you first heard of UMBRELLA PROPERTIES MANAGEMENT (i.e., friend, newspaper, agency, phone book, etc.):

OTHER COMMENTS: _____

We, the undersigned, have read and understand the terms explained on this application. With our signatures below, we give our permission for the release of ALL necessary landlord, employment, personal verification or screening of the information provided on this application, and for issuing future references after the termination of our tenancy. We swear that all of the information given is correct to the best of our knowledge. We agree to pay to UMBRELLA PROPERTIES MANAGEMENT. or to its authorized Agent or Assigns any balance due, fees, interest, or legal costs, and disbursements due for the collection of any costs incurred due to the violation of agreements, policies, or terms of the application, rental agreement, site rules, pool rules, or amendments given. We understand that our names and /or files may be placed in a negative reference data base and /or sent to a professional collection agent. This could cause a negative response to any future rental references or credit ratings given by UMBRELLA PROPERTIES MANAGEMENT or its assigns/agents.

#1 Signature

Date

#2 Signature

Date

FOR OFFICE USE ONLY

APPROVED BY _____

Date _____

NOT APPROVED BY _____

Date _____

REASON _____

CIVIL COURT RECORDS

DATE SEARCHED: _____ [] CASES FOUND [] NO CASES FOUND

COUNTIES SEARCHED: _____

APPLICATION PROCESSING CHARGE

(\$35/applicant excluding minors, unless renting independently)

Tenant #1 _____ Paid (date& time) _____

Tenant #2 _____ Paid (date & time) _____