



RENTAL APPLICATION

NOTE: All applicants 18 years of age or older and co-signers must complete a separate application

Address Applying for: _____

Applicant Information

Name:		
Email:		
Date of Birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own Rented (check one)	Monthly Payment:	Dates Rented:
Landlord Name:		Landlord Phone:
Previous Address:		
City:	State:	ZIP Code:
Own Rented (check one)	Monthly Payment:	How Long:
Landlord Name:		Landlord Phone:

Employment Information

Current Employer:		
Employer Address:		
City:	State:	ZIP Code:
Position:	Monthly Income:	Phone:
Other Income Source:	Monthly Amount:	Phone:

Minor Occupants

Name:	Date of Birth:	Name:	Date of Birth:
Name:	Date of Birth:	Name:	Date of Birth:

Pacific Rental Properties
 800 Ellendale Dr. OFC
 Medford, Oregon 97504
 541-897-6500





Pet Information:

Type of Pet:	Age:	Weight:	Breed:
Type of Pet:	Age:	Weight:	Breed:
Type of Pet:	Age:	Weight:	Breed:
Type of Pet:	Age:	Weight:	Breed:

Vehicles

Make:	Model:	Color:	License:	State:
Make:	Model:	Color:	License:	State:
Make:	Model:	Color:	License:	State:

Have You Ever

Filed Bankruptcy?	If yes, please provide date:
Had a home foreclosed on?	If yes, explain:
Been evicted?	If yes, explain:
Been Convicted of a Felony?	If yes, explain:
Do you have any pending charges?	If yes, explain:

Emergency Contact

Name:	Phone:	Relation:
Name:	Phone:	Relation:

Owner/Agent charges a \$50.00 screening charge. Owner/Agent may obtain a consumer credit report and/or an Investigative Consumer Report which may include the checking of the applicant's credit, income, employment, rental history, and criminal court records and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606 (b) of the Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provide to the Owner/Agent by the screening company or the credit reporting agency as well as complete and accurate disclosure of the nature and scope of the investigation.

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SCREENING POLICY

SCREENING PROCESS AND APPLICATION HANDLING

Applications are received and considered in the order submitted for each available unit. A household may only apply for one unit at a time. When a unit becomes available, Owner/Agent will make reasonable efforts to contact the Applicant and provide an opportunity to schedule a showing. The Applicant must make reasonable efforts to schedule and attend the showing within 24 hours of contact, excluding weekends and holidays, or as soon as scheduling reasonably allows.

Following the showing, the Applicant will have up to 24 hours, excluding weekends and holidays, to elect to proceed with screening. If the Applicant elects to proceed, the application fee will be collected along with all required documentation before screening will be initiated by Owner/Agent. If the Applicant does not respond, or fails to provide all required documentation, within the allotted time, or declines to proceed, Owner/Agent may refuse to screen the Applicant and may pursue other Applicants.

The unit is held for the first Applicant during this process. Owner/Agent does not process or collect screening fees from multiple Applicants for the same unit at the same time. Exceptions to timing requirements may be made for weather events or other extenuating circumstances at Owner/Agent's discretion.

PET POLICY – POST MOVE-IN

Pets must be disclosed and approved prior to execution of the lease agreement. Owner/Agent does not permit the addition of pets after the initial lease has been signed.

Any request to add a pet after move-in will be denied. Unauthorized pets may constitute a violation of the lease.

This policy does not apply to reasonable accommodations required by law, including assistance animals.

APPLICATION FEE DISCLOSURE

Each Applicant and any co-signer is required to pay a \$50 application fee at the time they elect to proceed with screening. This is the only fee required to apply.

The application fee covers the cost of processing the application and obtaining screening reports, including credit history, criminal background, eviction history, and related verification services. Of the \$50 fee, \$45 is paid to a third-party screening provider and \$5 is retained by Owner/Agent to offset in part the reasonable value of time spent by Owner/Agent in obtaining information on Applicant.

The application fee becomes non-refundable once screening has been initiated. If screening is not performed, the fee will be refunded.

Application fees are valid for 90 days from the date of receipt and may be applied to another available unit if the Applicant is not screened for the original unit or does not proceed.

Payment of an application fee does not guarantee approval or tenancy.

Screening reports are obtained from third-party providers, and Owner/Agent relies on the accuracy of those reports.

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GENERAL QUALIFICATION STANDARDS

Applicants must provide valid government-issued photo identification sufficient to complete screening.

Each Applicant must qualify individually unless otherwise approved by Owner/Agent.

Incomplete, inaccurate, or falsified applications may result in denial.

Applicants whose conduct during the application process is disruptive, abusive, or otherwise inappropriate may be denied.

Owner/Agent may deny Applicants who present a threat to the health, safety, or property of Owner/Agent and/or others.

INCOME CRITERIA

Gross household income must be at least two times the monthly rent and from a verifiable, legal source.

If Applicant will be using housing assistance, income requirements apply to the Applicant's portion of the rent. Assistance payments will be verified and included in the total rent obligation.

Applicants should demonstrate at least two months of current, verifiable income. If this cannot be verified, alternative documentation may be required, including but not limited to employer statements, offer letters, or financial records demonstrating the ability to pay rent.

Self-employed Applicants may be required to provide current and/or prior year tax returns or other financial documentation.

RENTAL HISTORY CRITERIA

Applicants should provide at least 12 months of verifiable rental history from an unrelated third-party landlord or demonstrate homeownership.

Less than 12 months of rental history may result in additional deposit requirements or the need for a qualified co-signer.

Three or more nonpayment notices within a 12-month period may result in denial.

Three or more dishonored payments within a 12-month period may result in denial.

Outstanding balances owed to prior landlords may result in denial.

Three or more instances of documented lease violations, disturbances, or material noncompliance within a 24-month period may result in denial.

EVICTION HISTORY

Applicants may be denied if they have an eviction within the past five years, excluding cases that were dismissed or resolved in the Applicant's favor.

If an Applicant has a pending or open eviction matter, the application may be placed on hold and may not be approved until the matter is resolved. Owner/Agent may refuse to hold a unit during this time. The Applicant may reapply for another available unit once the matter is resolved. Any application fee paid will remain valid for 90 days from the date of receipt and may be applied to a future application within that period.

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CREDIT CRITERIA

Negative or adverse credit history may result in denial or additional deposit requirements.

Applicants with significant unpaid collections, excluding medical debt, may be subject to additional deposit requirements or denial.

Applicants with adverse but acceptable screening results may be approved with an increased security deposit – i.e. two months' rent- subject to applicable law. Standard approvals require a deposit at least equal to one month's rent.

CRIMINAL CONVICTION CRITERIA

Screening includes review of publicly available conviction records. Arrests not resulting in conviction and expunged records are not considered for purposes of denial.

Convictions involving violence, threats to persons, damage to property, financial fraud, or other conduct that may impact the safety or peaceful enjoyment of the community may result in denial.

Certain serious offenses, including but not limited to murder, manslaughter, arson, rape, kidnapping, child-related sex offenses, and drug manufacturing or distribution, may result in denial.

Other felony or misdemeanor convictions involving violence, weapons, fraud, stalking, or property damage within recent years may result in denial.

Convictions requiring lifetime sex offender registration may result in denial.

If an Applicant has a pending criminal matter, the application may be placed on hold and may not be approved until the matter is resolved. Owner/Agent may not hold a unit during this time. The Applicant may reapply for another available unit once the matter is resolved. Any application fee paid will remain valid for 90 days from the date of receipt and may be applied to a future application within that period.

CRIMINAL REVIEW PROCESS

Owner/Agent may conduct an individualized assessment for Applicants with criminal history who otherwise meet screening criteria.

Applicants may submit additional documentation for consideration. This may include, but is not limited to, letters from probation or parole officers, completion of rehabilitation programs, employment verification, personal references, or other evidence demonstrating a change in circumstances.

In evaluating criminal history, Owner/Agent may consider factors including the nature and severity of the offense, the time that has passed since the offense, the age of the Applicant at the time of the offense, evidence of rehabilitation or good conduct, and the relevance of the offense to the safety of residents, staff, or property.

Owner/Agent may evaluate whether the Applicant currently poses a demonstrable risk to the health, safety, or property of others.

If additional information is requested as part of this process and is not provided within a reasonable time, the application may be denied.

Applicants will be notified of the outcome of the screening process within a reasonable time after all required information has been received.

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For applications undergoing individualized review based on criminal convictions, Owner/Agent may maintain the unit for which the application was received for a reasonable period of time, as determined by Owner/Agent, to allow completion of the review. If the individualized review is requested after an initial denial, Owner/Agent may maintain the unit unless, before receiving the Applicant's written request for review, the unit was already engaged with another Applicant. For purposes of this section, a unit is engaged with another Applicant when Owner/Agent has contacted another Applicant in line to schedule a showing for that unit, offered the unit to another Applicant, or accepted a deposit.

CO-SIGNER POLICY

Co-signers may be required for Applicants who do not independently meet qualification criteria, including first-time renters or students.

Co-signers must meet Owner/Agent's applicable screening criteria.

A co-signer is jointly and severally responsible for the full lease agreement and assumes all rights and responsibilities of a tenant, except the right to occupy the unit. A co-signer will not be released from the agreement until the tenancy has fully terminated and all liabilities of tenant to Owner has been fully paid and or otherwise satisfied, even if the individual they are associated with vacates the unit.

EXCEPTIONS AND DISCRETION

Owner/Agent may consider written explanations or supporting documentation for any aspect of an application.

Failure to meet one or more criteria may result in denial or approval with conditions, including but not limited to increased deposit or requirement of a co-signer.

If information provided cannot be verified, the application may be denied.

APPROVAL AND NEXT STEPS

Upon approval, Applicants will have 72 hours to execute a lease agreement and pay all required deposits or holding funds.

Failure to complete these steps within the allotted time may result in cancellation of the approval and the unit being offered to the next Applicant.

REQUIRED DOCUMENTS

- Completed application
- Valid government-issued identification
- Proof of income
- Application fee for each Applicant and co-signer

CERTIFICATION

By submitting an application, Applicant certifies that all information provided is true and complete and authorizes Owner/Agent to verify all information, obtain screening reports as necessary, and make any inquiries they deem necessary to assess Applicant's tenure and creditworthiness. Applicant understands that giving incomplete or false information is grounds for rejection of this request. Applicant understands that if any information provided in this application is later found to be false, this is grounds for termination of the lease.

Applicant's Signature

Date

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