

# Oregon Trail Property Management

PO Box 85, North Powder, Or. 97867

Office: 541-898-2135/Cell: 360-710-9941

## SCREENING GUIDELINES

**Screening Process:** Owner/Agent will obtain a tenant screening, credit and background report which generally consists of the following.

- 1. Please fill out the application completely** do not leave anything blank. Write "NA" if the matter does not apply to you. All numbers asked for must be supplied. Anyone 18 or over must be listed as an applicant and must pay the applicant screening fee and complete the screening process. You must be at least 18 years old to sign the lease. A non-refundable fee of \$40.00 will be collected when applications are turned in. Please bring cash or money order.
- 2. We will need a copy of your valid drivers license and/or state ID** to verify that you are the one filling out the application.
- 3. Demeanor:** Applicant(s), rude, confrontational, unprofessional, or other indicative of someone who will not get along with us or neighbors, your application may be rejected.
- 4. Income:** Your income must be a minimum of **Three times** the stated monthly rent. Applicant(s) are required to provide source, stability and amount of income. (Ask about co-signer requirements if you do not meet the income criteria).
- 5. References:** All previous and current landlord references and personal references must be correct and verifiable. Two attempts will be made to verify your references. Negative results may result in denial.
- 6. Credit Check:** A credit and background check will be obtained. A factor shall be applied against the number of accounts and outstanding balances. Felonies, evictions, judgments' and unpaid utilities are cause for denial. Unpaid cell phone bills are considered a utility.
- 7. Section 8:** Section 8 applicants must provide written verification of participation in a valid program.
- 8. Move-Out Fees:** Professional carpet clean fee will be held from security deposit.
- 9. Rent:** When your application has been approved rent will start the following day, which includes government funded housing programs.
- 10. Walk thru:** When application has been approved the Owner/Agent will conduct a walk-thru of the current residence and a meet-and-greet of any potential pets of applicant

Applicant understands that applicant has the right to dispute the accuracy of any information provided to owner/agent by a screening service or credit reporting agency. Applicant is aware that an incomplete application may cause delays or result in denial of tenancy. Applicant certifies that all provided information is correct and complete and authorizes owner/agent to make any inquiries the owner/agent feels necessary to evaluate applicant tenancy and credit standing (including, but not limited to credit checks). Applicant's acknowledges receiving or reading a copy of owner/ agent screening guidelines.

**Applicant 1** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant 2** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_