



CENTURY 21 THE NEIL COMPANY REAL ESTATE

**2245 NW Stewart Parkway
Roseburg, OR 97471**

Telephone: (541) 673-4417 FAX:(541)673-8041

APPLICANT SCREENING DISCLOSURE

SCREENING FEES: \$40.00 PER INDIVIDUAL

CHECK OR MONEY ORDER ONLY. NO CASH ACCEPTED.

Applicant is urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate piece of paper. **Failure to meet the screening criteria may be grounds for:** (1) the denial of the application or (2) the requirement of a co-signer who will also be required to meet the screening criteria and/or (3) the requirement of payment of an additional deposit. Upon discovery, any **incomplete, inaccurate, illegible or falsified information** may be grounds for rejection of the application or termination of the execution agreement or rental agreement.

1. APPLICATION PROCESS

- A completed application that is legible, verifiable and accurate must be submitted by all potential occupants over the age of 18 or:
- Each applicant shall provide two (2) pieces of identification. One needs to be a photo ID and the other your social security card.
- An applicant screening charge of \$40.00 per applicant shall be paid at the time of application. **This charge is NON REFUNDABLE once the screening process has begun and must be paid in CHECK OR MONEY ORDER. NO CASH ACCEPTED.**
 - We will verify rental history, employment and will obtain a criminal report and a credit report to verify financial information. This process may take 3-5 business days.
 - If the application is denied in whole or in part on information received from the tenant screening, the applicant will be notified in writing of that fact at the time of denial. If you are denied due to your credit report information, we will provide you with the name and address of the credit reporting agency.

2. SOURCE AND AMOUNT OF INCOME

- Total income shall be three (3) times the amount of the monthly rent. It shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
 - If employed (minimum 6 months), copies of at least two (2) pay stubs or an employer statement of earnings.
 - If self-employed, copies of last tax return.
 - If other income, copies of assistance checks, retirement investment reports, bank statements or other financial data that can prove source, amount, frequency and duration of income.

3. INCOME AND DEBTS

If the applicant has monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall be not more than 50% of the total monthly income.

4. **HOUSING REFERENCES** The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) to five (5) consecutive years. Information obtained from those related by blood or marriage may require co-signer and/or an increased security deposit. Inability to contact and verify your rental history with your landlords after two attempts may result in: a) increased deposit/doubled deposit, b) denial of your application.

5. **LIMITATIONS**

- Occupancy may not exceed two(2) people per bedroom plus one(1) per unit.
- Vehicle parking may be limited at certain properties.
- All rental units are non-smoking units.
- Animals may or may not be permitted, dependent on the owner/agent. If allowed we will require an increased deposit of \$500 per animal due at signing. A picture of the animal must be turned in with the application.
- Animals are only permitted at certain properties. Any aggressive breed dogs are strictly prohibited at all CENTURY 21 The Neil Company Real Estate properties. For instance, Pit Bull, Rottweiler, Doberman Pincher and German Shepherds etc.
- Aid animals and/or modifications to the unit necessary to assist those with disabilities will be allowed with necessary documentation.
- Business enterprises prohibited at all of our residential properties.

6. **ARREST AND CONVICTIONS**

Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied. Any person who has been convicted of manufacturing or distribution of an illegal substance may be denied.

7. **DEMEANOR AND BEHAVIOR**

The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered.

8. **ACCEPTANCE POLICY**

When you are notified that your application has been approved, you have 24 hours to bring in the security deposit in certified funds(money order or cashier's check) to reserve the unit and complete the reservation deposit form. Inability to pay the deposit within the 24-hour period will be cause to deny the application. The unit will not be considered reserved until the reservation deposit form has been completed. At the time that the rental is deemed 'ready to rent' by CENTURY 21 The Neil Company Real Estate, it will be held no more then 72 hours to sign the rental agreement, pay the rent, fees and any other monies due.

9. **OUR POLICIES**

- No verbal comments, agreements or statements will be honored or enforced unless in writing and agreed to by CENTURY 21 The Neil Company Real Estate.
- CENTURY 21 The Neil Company Real Estate requires that all tenant(s) maintain renters insurance for their personal property during their entire tenancy. Tenants are required to provide us with proof at the time of move in. If all tenants combined household income is equal to or less then 50% of are median income adjusted for family size or premises has been subsidized with public funds, no insurance is required.
- Any detrimental information provided or discovered during or after the application process in reference to income, credit, housing references, criminal information, demeanor or behavior may be grounds for denial of your application. It could also be grounds for cancellation and refund of the execution deposit or termination of tenancy.
- All applicants are processed through a consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures, repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references and criminal history. As per ORS 90.295 Section 11(3), all applicants have the right to dispute the accuracy of any information provided by the credit-reporting agency. The application is property of CENTURY 21 The Neil Company Real Estate.
- **IN ORDER TO BE PLACED IN POSITION FOR A PROPERTY, ALL INFORMATION MUST BE COMPLETED IN ACCORDANCE WITH THE APPLICATION CHECKLIST LOCATED ON THE LAST PAGE OF THIS APPLICATION. YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU FAIL TO PROVIDE ALL REQUESTED INFORMATION AND FEES WHEN YOU TURN IN YOUR APPLICATION. DURING THIS TIME ANOTHER APPLICATION COULD BE PLACED IN POSITION AHEAD OF YOU. WE SCREEN ON A FIRST COME, FIRST SERVE BASIS**

