



APPLICANT SCREENING CRITERIA
Honesty is the best policy!

1. **IDENTIFICATION:** Applicants shall provide two pieces of identification, one of which contains a personal picture at the time of application.
2. **APPLICATION PROCESS:** Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 shall submit a completed application and pay the appropriate applicant-screening fee. Acceptance or denial of the application may take up to seven days. Upon acceptance, applicants(s) may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement.
3. **RENT TO INCOME RATIO:** Combined income of all applicants shall be two to three times the rent.
4. **SOURCE OF INCOME:** All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stub or employer verification. Stability of the source and amount of income during the past 5 years may be considered.
5. **INCOME TO DEBT RATIO:** Housing and utilities shall not exceed 35% of the total income. If the applicant does not have installment debts, income to debt ratio for housing may be permitted to be up to 50% of income.
6. **HOUSING REFERENCES:** The applicant(s) shall provide information necessary to verify current and previous rental history for the past five (5) years. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicants housing during the past five years has included home ownership, mortgage payment history shall be considered.
7. **CREDIT WORTHINESS:** Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history should be free from evictions, judgments, collections and bankruptcies.
8. **LIMITATIONS:** Occupancy may not exceed two persons per bedroom. Smoking is not permitted in the unit. Parking shall be limited to two vehicles per unit, if applicable. Pets may or may not be permitted, dependent on the owner/agent.
9. **ARRESTS AND CONVICTIONS:** Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of another individual or could result in physical damage to the premises will be denied!
10. **DEMEANOR AND BEHAVIOR:** The behavior and demeanor of applicants during the application process will be considered.
11. **INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION:** Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.
12. **VACATING THE UNIT:** As stated in the rental agreement, a 30-day notice in writing is required before vacating a unit. Tenant is responsible for the final 30 days of rent.
13. **APPLICATION FEE:** The application fee is \$45.00 (non-refundable) per adult occupant (any person over the age of 18). Co-signer applications are subject to \$45.00 application fee as well.
14. **No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without prior written consent of the Owner/Agent!**

VARIANCE POLICY: Failure to meet the screening criteria, as stated, may be grounds for:

1. Denial of application, or
2. If a co-signer is accepted, such individual(s) will also be required to meet the screening criteria, and/or
3. Payment of an additional security deposit.

(800)772-7284 * (541)772-0000 * (541)774-4444 * 548 Business Park Drive, Medford OR 97504

Applicant Initials _____

Date _____



ASSOCIATED CREDIT SYSTEMS, INC

201 W MAIN STE 4A
MEDFORD, OR 97501
(800) 460-3117 * (541) 608-2892* FAX 541 604-2301
www.associated-credit.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that ASSOCIATED CREDIT SYSTEMS, INC. (ACS, Inc.) will be processing my rental application & may access my credit information from the national repositories. I authorize my references and creditors to release, to ACS, Inc., all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand ACS, Inc. has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the credit report. I further authorize ACS, Inc. to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Dated this _____ Day of _____ Year _____

Applicant's LEGAL NAME _____

Applicant's Signature: _____

Spouse's LEGAL NAME: _____

Spouse's Signature _____

Applicant SS#: _____ Applicant Date of Birth: _____

Spouse SS#: _____ Spouse Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Applicants Phone # _____

Business Requesting Report: OREGON OPPORTUNITIES PM

JERRY SCHEFFLER	(541) 772-0000	(541) 772-7001	93227107
Ordered By	Phone Number	Fax Number	Account Number

IMPORTANT: IF APPLICANT'S ARE NOT MARRIED, SEPARATE APPLICATIONS MUST BE FILLED OUT
Please select the type of report you require by checking the appropriate box

- SILVER REPORT**
Credit Report
- GOLD REPORT AIM**
AIM, Credit Report, Felony & Misdemeanor Check, Eviction Check
- PLATINUM REPORT**
Credit Report, Eviction Check
Felony & Misdemeanor Check
Rent Verification, Verification of Employment
(Include Application to Rent for platinum)

ADDITIONAL REPORT OPTIONS

Three Bureau Credit Report
Check Verification
Additional State - Criminal
State(s): _____
Additional State - Eviction
State(s): _____
Landlord Verification
County Search
Employment Verification



APPLICATION FOR RENTAL

FORM 1A

Date: _____ Applicant Screening Charge \$ _____ Rent \$ _____ Requested Move In Date: _____
Landlord Telephone #: _____ Fax #: _____ Contact Person: _____
Owner/Agent and Name and Address of Property (including city, state, zip) _____

PLEASE PRINT CLEARLY AND LEGIBLY COMPLETE BOTH SIDES OF APPLICATION

SECTION 1. PERSONAL INFORMATION - APPLICANT #1

LEGAL NAME: LAST FIRST MIDDLE Home Telephone # _____
 Work Telephone # _____
 Date of birth: _____ Social Security # _____ Driver's License # _____ State: _____
 Self Employed Investment/Retirement Income Employment. If employed name and address of employer: _____
 Supervisor: _____ Telephone #: _____ Date of Hire: _____ Position: _____
 Total monthly income: _____ Sources/Amounts/Frequency: _____
 Have you ever been evicted? Yes No. Why are you vacating present residence? _____
 Have you ever been convicted of a felony? Yes No; If so, when? _____ For what? _____
 Present address: Own Rent. Amount of rent or mortgage: _____ Move-in date: _____ Anticipated Move-out date: _____
 Complete address including city, state, zip: _____
 Telephone # _____ of landlord or mortgage company. Complete name & address for landlord/mortgage company. _____
 Previous address: Own Rent. Amount of rent or mortgage: _____ Move-in date: _____ Move-out date: _____
 Complete address including city, state, zip: _____
 Telephone # _____ of landlord or mortgage company. Complete name, address for landlord/mortgage company. _____

SECTION 2. PERSONAL INFORMATION - APPLICANT #2

LEGAL NAME: LAST FIRST MIDDLE Home Telephone # _____
 Work Telephone # _____
 Date of birth: _____ Social Security # _____ Driver's License # _____ State: _____
 Self Employed Investment/Retirement Income Employment. If employed name and address of employer: _____
 Supervisor: _____ Telephone #: _____ Date of Hire: _____ Position: _____
 Total monthly income: _____ Sources/Amounts/Frequency: _____
 Have you ever been evicted? Yes No. Why are you vacating present residence? _____
 Have you ever been convicted of a felony? Yes No; If so, when? _____ For what? _____
 Present address: Own Rent. Amount of rent or mortgage: _____ Move-in date: _____ Anticipated Move-out date: _____
 Complete address including city, state, zip: _____
 Telephone # _____ of landlord or mortgage company. Complete name & address for landlord/mortgage company. _____
 Previous address: Own Rent. Amount of rent or mortgage: _____ Move-in date: _____ Move-out date: _____
 Complete address including city, state, zip: _____
 Telephone # _____ of landlord or mortgage company. Complete name, address for landlord/mortgage company. _____

Applicant(s) hereby certifies the information provided is true and correct and authorizes the landlord/agent to make any and all inquiries necessary to evaluate this application. Information provided may be made available to other services or agencies for verification either during the application process or if approved during occupancy. Applicant understands and accepts that any information provided that is incomplete, inaccurate or falsified shall be grounds for denial or subsequent termination of tenancy upon determination of such falsified information.

APPLICANT #1 _____	Date _____	Picture ID verified
APPLICANT #2 _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

W/R/F © MFHCO 3/00 Date submitted: _____ [] Accepted; [] Rejected

For MFHCO Applicant Screening Services Clients: Indicate services requested:

BANK

1) Bank: _____ Branch: _____ Type/Account #: _____
2) Bank: _____ Branch: _____ Type/Account #: _____

REFERENCES

1) Relative: _____ Telephone: () _____ - _____
Name Address Relationship
2) Emergency Contact: _____ Telephone: () _____ - _____
Name Address Relationship
3) Personal Reference: _____ Telephone: () _____ - _____
Name Address Relationship
4) Personal Reference: _____ Telephone: () _____ - _____
Name Address Relationship

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

PET # 1 Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No	PET #2 Type: _____ Size _____ Weight _____ Has Pet ever injured anyone or damaged anything? <input type="checkbox"/> Yes <input type="checkbox"/> No
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APPLICANT'S COMMENTS & EXPLANATIONS:

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 DISCLOSURE(S)

- 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 two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. 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 or reading Owner/Agent's Screening Guidelines.

No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent.

Applicant _____ Date _____