



**OREGON  
OPPORTUNITIES  
PROPERTY MANAGEMENT, INC.**

**APPLICANT SCREENING CRITERIA**

*If applicant needs assistance, known as "reasonable accommodation" in the application process, please advise the landlord.*

**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 and/or pay Contract Processing fee (\$50.00) and/or security deposits within two days.
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. A valid explanation may be considered by the owner/agent if provided by the applicant(s).
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. Pets may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aide animals or modifications to the unit necessary to assist those with disabilities with a Doctors prescription.
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 \$20.00 (non-refundable) per adult occupant (any person over the age of 18). Co-signer applications are subject to \$20.00 application fee as well.
14. **CONTRACT FEE:** Approved applicants may be subject to a \$50.00 (non-refundable) contract fee due at the time the rental agreement is signed

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

1. Denial of application, or
2. If a co-signor 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 \* \* 548 Business Park Drive, Medford OR 97504

Tenant Initials \_\_\_\_\_



# 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  Yes  No  
APPLICANT #2 \_\_\_\_\_  Yes  No

WIRF © MFHCO 3/00 Date submitted: \_\_\_\_\_ [ ] Accepted; [ ] Rejected





# ASSOCIATED CREDIT SYSTEMS, INC

201 W MAIN STE 4A  
MEDFORD, OR 97501  
(800) 460-3117 \* (541) 608-2832\* FAX (888) 391-9919  
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

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

**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

<input type="checkbox"/>	Three Bureau Credit Report
<input type="checkbox"/>	Check Verification
<input type="checkbox"/>	Additional State - Criminal
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Additional State - Eviction
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Landlord Verification
<input type="checkbox"/>	County Search
<input type="checkbox"/>	Employment Verification