

Office Use Only: Date Received: \_\_\_\_\_ Time: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Time: \_\_\_\_\_

## Century 21 Eagle Cap Realty Property Management

1511 Adams Ave. La Grande, OR 97850

Phone: 541-963-1210 Fax: 541-963-6896

### Screening Guidelines

Thank you for selecting Century 21 Eagle Cap Realty Property Management. We hope we can assist you in finding a rental to meet your needs. Carefully follow the steps below. If an applicant fails to pass any step, the process may be terminated and the application denied.

Century 21 Eagle Cap Realty Property Management does not allow any pets in any of our apartments. Our homes and duplexes in some cases will allow pets with an additional security deposit and references. Renter's insurance is required for each person living in each unit. You can also apply online at [www.LaGrandeRentals.com](http://www.LaGrandeRentals.com)

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

**1. Please fill out the application completely:** and do not leave anything blank. All numbers must be supplied. Anyone over the age of 18 must be listed as an applicant and must pay the application 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. We do not accept cash. Non-compliance may result in denial.

**2. We will need a copy of your valid driver's license and/ or state ID** to verify that you are the one filling out the application. Non-compliance may result in denial.

**3. Demeanor:** An applicant's demeanor (attitude and behavior) during the screening process may be considered. If you are overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who will not get along with us or neighbors, we may reject the application.

**4. Income:** Your income must be a minimum of **THREE** times the stated monthly rent (excluding utilities). Applicant must provide proof of source, stability, and amount of income. Non-compliance may result in denial.

**5. References:** All previous and current landlord references must be correct and verifiable. We will only make two attempts to verify your references. Any negative references may result in denial.

**6. Credit Check:** A credit/ background check will be obtained. Any crime that would adversely affect the property, or the health, safety or right to peaceful enjoyment of others may result in denial of application. Felonies, evictions, judgments, and unpaid utilities can be reason 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:** Upon move out Century 21 will deduct a professional carpet cleaning fee from your security deposit. Prices will vary depending on rental property.

**9. Rent:** Once the tenant's application has been approved and the unit is ready rent will start the following day. We do not hold units.

I/We understand that I/We have the right to dispute the accuracy of any information provided to the Owner/ Agent by screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial tenancy. I certify that all the information is correct and complete and hereby authorize you to make any inquires you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). I/We acknowledge receiving or reading a copy of Owner/ Agent's Screening Guidelines.

Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Application Requirements

The following items are required **BEFORE** running your application:

- A copy of your valid DL/State ID (with signature)
- Pay stubs for at least the last month's wages.
- Financial Aid verification for college
- Check or Money Order for \$40.00 for each person 18 years and over

If you are required to have a co-signer due to lack of rental history or for any other reason, you will be required to provide the following within **ONE DAY**. If you fail to provide us with **ALL** of the completed information required we will move on to the next applicant. The co-signer is required to fill out the same application as the tenant along with a \$40.00 screening fee.

- A completed application( co-signer must be a parent)
- A completed co-signer agreement
- A copy of a valid DL/ State ID (with signature)
- Check or Money Order for \$40.00
- Proof of income (Self employed provide tax return)

**FELONIES, EVICTIONS, JUDGEMENTS, UNPAID UTILITIES AND POOR RENTAL REFERENCES ARE CAUSE FOR DENIAL.**

**REMEMBER THAT ALL PROPERTIES ARE ON A FIRST COME FIRST SERVE BASIS FOR ALL **COMPLETED APPLICATIONS. WE DO NOT ACCEPT CASH!****

# CO-SIGNER APPLICATION

Rental Address: \_\_\_\_\_

## PERSONAL INFORMATION:

Full Name: \_\_\_\_\_ Telephone( ) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

S.S. # \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License, State & # \_\_\_\_\_

Email: \_\_\_\_\_

1. Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Since \_\_\_\_/\_\_\_\_/\_\_\_\_ Why are you moving? \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Phone( ) \_\_\_\_\_ - \_\_\_\_\_  
Are you related to the landlord? \_\_\_\_ Yes \_\_\_\_ No

Have you ever: Been Evicted? Yes \_\_\_\_ No \_\_\_\_ Been sued by Landlord? Yes \_\_\_\_ No \_\_\_\_

Filed Bankruptcy? Yes \_\_\_\_ No \_\_\_\_

Been convicted, pleaded guilty, or no contest to a crime? Yes \_\_\_\_ No \_\_\_\_

If yes to any of these please explain:

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT/ INCOME

1. Applicant's Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Job Title: \_\_\_\_\_ Take home pay (per month): \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

2. Other Income: \_\_\_\_\_ Source: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

3. Other Income: \_\_\_\_\_ Source: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

## APPLICANT SCREENING CHARGE DISCLOSURE(S)

- Owner Agent may obtain a tenant screening or credit report which generally consists of:
  - credit history including credit standing;
  - public records, including but not limited to judgments, liens, evictions and status of collection accounts;
  - information verification
  - current obligations and credit ratings; and
  - Criminal records.
- Owner/ Agent is requiring payment of an Applicant Screening Charge **\$40.00** none of which is refundable unless the Owner Agent does not screen the applicant. Applications 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 screening service or credit reporting agency. I am aware that an incomplete application may cause delays or results in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks.) If Owner/ Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/ Agent's Screening Guidelines.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

# CO-SIGNER AGREEMENT 204

## RESIDENT INFORMATION

DATE: \_\_\_\_\_ RESIDENT(S) NAME: \_\_\_\_\_  
PROPERTY APPLYING FOR ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: OREGON ZIP: \_\_\_\_\_

## CO-SIGNER INFORMATION

CO-SIGNER NAME: \_\_\_\_\_  
CO-SIGNER ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF LANDLORD: CENTURY 21 EAGLE CAP REALTY  
ADDRESS TO WHICH NOTICES SHALL BE SENT BY FIRST CLASS MAIL: 1511 ADAMS AVENUE  
CITY: LA GRANDE STATE: OREGON ZIP: 97850  
PHONE: 541-963-1210 FAX: 541-963-6896

Co-signer agrees to unconditionally, absolutely and continually guarantee the performance by Resident and all obligations under the rental agreement, including but not limited to timely payment of the rent and all other financial obligations due Owner/Agent. The liability of the Co-signer is direct and unconditional and may be enforced without requiring Owner/Agent to exercise, enforce or exhaust any right or remedy against the Resident. This guarantee is terminated as provided below. Co-signer waives any notice of any such amendments, renewals, extensions or new rental agreements. Co-signer waives presentment, demand, protest and notice of acceptance, notice of demand, notice of protest, notice of dishonor, notice of default, notice of nonpayment, and all other notices to which Co-signer might otherwise be entitled.

If the Rental Agreement is a month to month tenancy, Co-signer may terminate this guarantee at any time after 18 months from the date hereof, by giving Owner/Agent 60 days written notice of Co-signer's intent to terminate. If the Rental Agreement is for a specified term, Co-signer may only terminate this guarantee by giving written notice thereof at least 60 days prior to the end of then current specified term. Termination of this guarantee will not affect Co-signers obligations for performance due under the Rental Agreement prior to the effective date of termination of this guarantee.

Co-signer recognizes that Owner/Agent has agreed to Resident because of this guarantee and that if the continued validity of this guarantee is no longer enforceable for any reason, Owner/Agent may terminate the Rental Agreement with a 30 day written notice.

Co-Signer agrees that any suit or action brought on this Agreement may be brought in any state or federal court sitting in the county in the Apartment Complex is located. Co-signer specifically agrees to personal jurisdiction in such court or courts. Co-signer agrees to pay all costs and attorney's fees incurred by Owner/Agent in enforcing the Rental Agreement and/or this agreement.

The Co-signer is not authorized to occupy the dwelling unit.

Other Agreements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Waiver of Privacy: The Resident(s) of this Rental Agreement waives any right of privacy regarding this Rental Agreement and the Co-signer will be notified of any notice served upon the resident.

SIGNATURE OF RESIDENT(S): \_\_\_\_\_  
SIGNATURE OF RESIDENT(S): \_\_\_\_\_

SIGNATURE OF CO-SIGNER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF CO-SIGNER: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY LANDLORD: \_\_\_\_\_ DATE: \_\_\_\_\_