

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.

Our homes and duplexes in some cases will allow pets with an additional security deposit/ extra rent 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  
**WE DO NOT ACCEPT CASH**

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!****

# APPLICATION TO RENT

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

## RENT, DEPOSIT, AND FEE DISCLOSURE

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Other Deposit: \$ \_\_\_\_\_

Deposits may increase depending on screening and other factors.

### Owner/ Agent may charge the following:

- Late charge of \$50.00
- Smoke alarm and carbon monoxide alarm tampering fee of \$250.00 per occurrence.
- Dishonored check fee of \$35.00 plus amounts charged by bank.
- Early lease termination fee (may not exceed 1 ½ times the monthly rent).

**Owner/ Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year, \$50.00 for 2<sup>nd</sup> violation, and \$50.00 plus 5% of current rent for subsequent violations.**

- Late payment of utility fee of \$50.00
- Failure to clean up pet waste, garbage, rubbish, or other waste fee of \$50.00
- Parking violation or other improper use of vehicle fee of \$50.00
- Smoking in a clearly designated non-smoking unit or area of the premises fee of \$50.00
- Unauthorized pet capable of causing damage to persons or property fee of \$50.00

## 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? \_\_\_\_\_  
Current Landlord: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Phone( ) \_\_\_\_\_ - \_\_\_\_\_  
Are you related to the landlord? \_\_\_\_ Yes \_\_\_\_ No

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

3. Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Why are you moving? \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ 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: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Pet/ Companion Animal #1**

**Pet/ Companion Animal #2**

Type: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_ Type: \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_  
 Have your pet(s) ever injured anyone or damaged anything? Yes \_\_\_\_\_ No \_\_\_\_\_

Failure to disclose any information about your pet/ Companion Animal on this application may result in immediate denial or lease termination.

**PERSONAL PROPERTY:**

Do you own the following: Piano/Organ? Yes \_\_\_ No \_\_\_ Water-filled furniture? Yes \_\_\_ No \_\_\_ Fish tank or aquarium? Yes \_\_\_ No \_\_\_

Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**NAMES AND AGES OF EVERYONE WHO WILL BE IN THE HOUSEHOLD:**

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

**APPLICANT SCENING CHARGE DISCLOSURE(S):**

1. Owner Agent may obtain a tenant screening or credit report which generally consists of:
- a) credit history including credit standing;
  - b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
  - c) information verification
  - d) current obligations and credit ratings; and
  - e) Criminal records.
2. 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