

I will need proof of income and a copy of your photo id. Please email it to eaglecaprentals@gmail.com

Office Use Only: Date Received: _____ Time: _____



1511 Adams Ave. La Grande, OR 97850
Phone: 541-963-1216 Fax: 541-963-6896
www.lagrandrentals.com

Screening Guidelines

Thank you for selecting 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:

DO NOT LEAVE ANYTHING BLANK. All phone numbers must be supplied, if we receive an application without a contact phone number, we will consider the application incomplete and not received.

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 gross 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, cable bills and internet 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 Eagle Cap Realty & Property Management 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 understand that 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 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 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 2 month's wages.
- Financial Aid verification for college
- Other income such as disability, SNAP, TANF, Rental Assistance (HUD...etc.)
- Check or Money Order for \$40.00 for each person 18 years and over

WE DO NOT ACCEPT CASH

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

The security deposit advertised for our rentals is a base security amount.

A fully qualified applicant would pay just the base security, and would need at least 3 years of excellent rental history, a sufficient credit score, income of at least 3 times the rent amount, and no criminal history.

If an individual does not fully qualify in one or more of the areas listed above we **MAY** still decide to rent to you, but because of the increased risk an additional individual security deposit will be required. If you are a group applying for the same unit, additional security requirements will be determined on an individual basis.

Individual deposits are refundable to the individual at the time they depart the unit, providing that all tenants sign the Addendum to Remove Tenant(s); Acknowledging that he/she remains obligated for any rent, damages or other amounts due under the Rental Agreement arising prior to the date he/she vacates. Also acknowledging that the tenant(s) staying verify that there is no existing damage caused by the departing tenant(s) and understand that any unreported or undiscovered damage caused by the departing tenant(s) will be the responsibility of the whole unit.

The base security deposit stays with the unit until there is a full move-out. (All tenants have departed the unit.)

What Information is on a Credit Report?

Your credit report contains a summary of your personal information. Aside from basic information, it also contains other important information regarding your credit/collection history. Please check to make sure that all of this information is accurate and up-to-date. If there is incorrect information on your credit report, please contact both the credit bureaus as well as the company that supplied the incorrect information in order to get these mistakes removed from the report BEFORE you apply.

How to Check Your Credit For Free Before Applying:

Under federal law, you have the right to receive a free copy of your credit report every 12 months. There is only one place authorized for you to get the credit reports that you are entitled to. You can do so by visiting the website listed below or calling the number listed below.

- Visit AnnualCreditReport.com or Call 1-877-322-8228

Other Ways You Can Get a Free Credit Report:

Under federal law, you are also entitled to a free copy of your credit report if...

1. You receive an adverse action notice based on information on your credit report.
2. You are currently unemployed and planning on looking for a job within 60 days.
3. Your credit report is inaccurate due to fraud, such as identity theft.
4. Your credit file has a fraud alert.
5. You are currently on public assistance, such as welfare.

If you qualify for one of these contact the Credit Bureau

- Equifax: 1-800-685-1111 or Equifax.com/personal/credit-report-services
- Experian: 1-888-397-3742 or Experian.com/help
- TransUnion: 1-888-909-8872 or TransUnion.com/credit-help

We highly encourage you to check your credit report before applying. Please make sure that you have no unpaid cell phone bills, cable bills, internet bills, etc. Unpaid utilities WILL result in the denial of your application.

For more information regarding your free credit report visit:
<https://consumer.ftc.gov/articles/free-credit-reports#BuyACopy>

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 Applying for: _____

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 2nd 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 \$250.00
- Unauthorized pet capable of causing damage to persons or property fee of \$250.00

PERSONAL INFORMATION:

Full Legal Name: _____ Telephone: () _____ - _____
First Middle Last
By providing your phone number you consent to receive text messages from us.

S.S. # _____ Birth Date: ____/____/____ Driver's License: State _____ # _____

Email: _____

1. Current Address: _____ City _____ State _____ Zip _____

From ____/____/____ To ____/____/____ Why are you moving? _____

Landlord Name: _____ Rent Amount \$ _____ Phone () _____ - _____

Are you related to the landlord? Yes No; If Yes, relationship to landlord _____

Email: _____ Fax: _____

2. Previous Address: _____ City _____ State _____ Zip _____

From ____/____/____ To ____/____/____ Why did you move? _____

Landlord Name: _____ Rent Amount \$ _____ Phone () _____ - _____

Are you related to the landlord? Yes No; If Yes, relationship to landlord _____

Email: _____ Fax: _____

3. Previous Address: _____ City _____ State _____ Zip _____

From ____/____/____ To ____/____/____ Why did you move? _____

Landlord Name: _____ Rent Amount \$ _____ Phone () _____ - _____

Are you related to the landlord? Yes No; If Yes, relationship to landlord _____

Email: _____ Fax: _____

Emergency Contact:

Name: _____ Address: _____

Ph. #: () _____ - _____ Relationship: _____

EMPLOYMENT/ INCOME:

1. Employer Name: _____ Employer Ph. #: () _____ - _____
Employer Address: _____ Full Time Part Time
Take Home Pay (Per Month): _____ Position Held: _____ Years Worked: _____
Supervisor Name: _____ Supervisor Title: _____
Supervisor Ph. #: () _____ - _____ Supervisor Email: _____

Additional Income:

2. Monthly Amount: \$ _____ Source: _____ Phone: () _____ - _____
3. Monthly Amount: \$ _____ Source: _____ Phone: () _____ - _____

Financial Information:

1. Bank Name: _____ Account #: _____
Account Type: _____ Balance: _____
2. Bank Name: _____ Account #: _____
Account Type: _____ Balance: _____
3. Bank Name: _____ Account #: _____
Account Type: _____ Balance: _____
Credit Card Issuer: _____ Balance: _____
Credit Card Issuer: _____ Balance: _____
Credit Card Issuer: _____ Balance: _____

Pet/ ESA/ Service Animal #1 Name: _____

Type/Breed: _____ Size: _____ Weight: _____ Age: _____

Have your pet(s) ever injured anyone or damaged anything? Yes No

If Yes, Please Explain: _____

Pet/ ESA/ Service Animal #2 Name: _____

Type/Breed: _____ Size: _____ Weight: _____ Age: _____

Have your pet(s) ever injured anyone or damaged anything? Yes No

If Yes, Please Explain: _____

Failure to disclose a pet/ Companion Animal on this application may result in immediate denial or lease termination.

The following information will be required for all animals prior to moving in:

Animal name, animal color, proof of spay/neuter, proof of vaccines, current photo of animal, name-address-phone #-of someone who will be responsible for your animal in the event you were unable to care for your animal, current Union County dog license, and a medical provider's note for your animal (if applicable).

Vehicle Information:

Auto: Make _____ Model _____ Color _____ Yr. _____ License Plate # _____ State _____

Auto: Make _____ Model _____ Color _____ Yr. _____ License Plate # _____ State _____

NAMES & BIRTHDAYS OF EVERYONE WHO WILL BE IN THE HOUSEHOLD:

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Questions:

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

Are you related to any of the Landlords you rented from? Yes No

Do you have a pet? Yes No

Do you have a companion animal or service animal? Yes No

If you are employed, do you work full time? Yes No

If you are in college, are you receiving financial aid? Yes No

If yes to any of the questions above, please explain below:

APPLICANT SCREENING 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 nonrefundable 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 Name (PRINT)

Applicant Signature

Date