

I will need proof of income and a copy of your photo id. Please email it to c21pmeaglecap@gmail.com  
Office Use Only: Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

## Century 21 Eagle Cap Realty Property Management

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

### 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: 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 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 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 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.

Additional deposits are refundable to the individual at the time they depart the unit, providing an inspection is done, and the unit is acceptable.

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

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





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

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**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 Signature

\_\_\_\_\_  
Date