



2680 N. Pacific Hwy Medford, OR 97501

Phone: 541-772-5334 Fax: 541-772-5487

## RENTAL APPLICATION

### Application Screening Policies and Fees

Active Property Services represents the owners of this property. We are an equal housing opportunity property service and offer applications to anyone who requests one. We do not discriminate on the basis of race, color, religion, sex, disability, national origin, familial status, sexual orientation or source of income. Active Property Services complies with and bases its policies on the Oregon Landlord Tenant Law.

### Application Requirements:

- **An application is required for each adult (anyone over 18 years of age) that will reside in the unit.**
- **A NON-REFUNDABLE fee of \$40 per applicant must be paid before screening can be completed. Application fees are to be paid in EXACT CASH or MONEY ORDER ONLY.**
- We review applications in the order they are received and accept the first qualified applicant. We may require a minimum of 3 business days to review and verify an application. **WE WILL NOT REVIEW INCOMPLETE APPLICATIONS.**
- We will accept the first qualified applicant(s).
- Upon approval all move-in costs must be paid in full. If you are unable to sign the rental agreement right away the deposit must be paid in full the day you are approved to hold the property. We will only hold the property up to 7 days.

### Application Requirements:

- Applicants must have photo ID.
- Verifiable rental history. Current and previous landlord references must be from unbiased/unrelated sources. Prior eviction(s) may result in the application being denied.
- 3 years of employment history, must be verified through pay stubs, bank statements or employer contact. Self-employed applicants must provide copies of their most recent tax record, current bank statement and business license.
- Net household income of at least 2 ½ times the rent amount (excluding utilities). Section 8 applicants must have a net income that is 2 ½ times their portion of the rent amount.
- A credit check and criminal/public records check will be performed. Negative reports may result in the denial of your application. Any individual who is a current substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

### Additional Deposits – You may be asked to pay an additional deposit for the following:

- Less than 3 years previous rental history (no roommate or family references).
- Less than 3 years verifiable employment history.
- No credit or poor credit.
- If you have a pet or pets.

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## Denials

We reserve the right to deny any application if, after making a good faith effort, we are unable to verify the information provided. For example, incorrect phone numbers, no return calls or refusal from references to give information may result in your application being denied. You may also be denied tenancy and will forfeit your application fee for the following:

- Incomplete, misrepresentation or omission of any information on your application. If false information is discovered after move-in your rental agreement may be terminated.
- Negative landlord references and/or money owed to a previous landlord.
- Eviction judgements.
- Felony record or 3 or more misdemeanor charges.
- Collections, judgements or charge offs in the last 7 years.
- Bankruptcy in the past 12 months.
- Applications may be denied based upon demeanor, unacceptable behavior or attitude.

## Additional Information and Requirements

- **All properties managed by Active Property Service are SMOKE-FREE. No smoking of any kind (including vaping) is allowed in any unit.**
- **No medical marijuana may be grown or consumed at any of our properties without prior written consent of the owner.**
- **If move in date is on or after the 25<sup>th</sup> of the month, the pro-rated amount plus the next month's rent will be due at move-in.**
- **Move in costs must be paid in certified funds (cashier's check or money order no personal checks)**
- **Rent is to be paid by check or money order made payable to Active Property Service.**

I have read and fully understand the requirements, policies and procedures above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### For Office Use Only

Property Address: \_\_\_\_\_ Applicant #: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_ Fees Paid: \_\_\_\_\_





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Property Address: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Desired Date of Occupancy: \_\_\_\_\_ Number of Applicants: \_\_\_\_\_

### Personal Information

Primary Phone #:		
Applicant's Full Name:		SSN: _____-_____-_____
Date of Birth:	Driver's License #/State:	Marital Status: ___ Single ___ Married ___ Divorced ___ Separated
Alternate Contact # ___ Home ___ Work		Email:

### Rental History: Have you given notice to your current landlord? \_\_\_ Yes \_\_\_ No

Current Address:	City, State, Zip:	Monthly Rent:
Move-In Date:	Landlord Name:	Landlord Phone #:
Reason for Leaving:		

Previous Address:	City, State, Zip:	Monthly Rent:
Move-In Date:	Landlord Name:	Landlord Phone #:
Reason for Leaving:		

Previous Address:	City, State, Zip:	Monthly Rent:
Move-In Date:	Landlord Name:	Landlord Phone #:
Reason for Leaving:		

HAVE YOU EVER: Been evicted? \_\_\_ Yes \_\_\_ No      Been sued by a landlord? \_\_\_ Yes \_\_\_ No  
 Broken a lease? \_\_\_ Yes \_\_\_ No      Not given notice before moving? \_\_\_ Yes \_\_\_ No  
 Moved owing money to a landlord for rent or damages? \_\_\_ Yes \_\_\_ No

**\*If you answered yes to any of these questions please explain in a formal letter to us.**



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### Employment/Income

Current Employer:	Occupation:	Date of Hire:
Employers Address:		Employers Phone #:
Supervisor's Name:	# of Hours Per Week:	Net Monthly Income:

Previous Employer:	Occupation:	Date of Hire:
Employers Address:		Employers Phone #:
Supervisor's Name:	# of Hours Per Week:	Net Monthly Income:

### Additional Income: Please include SSI, SSDI, HUD Voucher Amounts, Food Stamps, Child Support, Etc.

Source:	Amount:	How often: __ monthly __ bi-monthly __ weekly
Source:	Amount:	How often: __ monthly __ bi-monthly __ weekly
Source:	Amount:	How often: __ monthly __ bi-monthly __ weekly

### Financial/Credit History

Have you ever filed bankruptcy?  Yes  No      Do you have any negative credit history?  Yes  No

If yes to either question, please explain: \_\_\_\_\_

Will you have the ability to have the utilities turned on in YOUR name?  Yes  No

### Criminal History

Have you ever been convicted of selling, manufacturing or possession of any illegal substance?  Yes  No

Have you ever been convicted of any other crime?  Yes  No

If yes, please explain (dates/charges): \_\_\_\_\_

### Personal References

Name:	Relationship:	Phone #:
Name:	Relationship:	Phone #:
Name:	Relationship:	Phone #:



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## Additional Household Members

Name:	Date of Birth:	Relationship:
Name:	Date of Birth:	Relationship:
Name:	Date of Birth:	Relationship:

## Pets

Type/Breed:	Weight:	Age:
Type/Breed:	Weight:	Age:
Type/Breed:	Weight:	Age:

Are all pets properly vaccinated?  Yes  No

Are all pets currently licensed?  Yes  No

Has any pet ever injured anyone?  Yes  No

Are all pets spayed/neutered?  Yes  No

## Personal Property

Vehicle Year/Make/Model:	Color:	License Plate #/State:
Vehicle Make/Model/Color:	Color:	License Plate #/State:
Vehicle Make/Model/Color:	Color:	License Plate #/State:

Do you currently own any of the following:  piano/organ  any water filled furniture (including fish tanks)?

## Renters Insurance (this is required for all tenants who have pets or water filled furniture)

Carrier:	Policy #:	Phone Number to Agent:
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\*If approved you may be required to provide copies of the policy and list Active Property Service as an additional insured.

## Emergency Contact

Name:	Relationship:	Phone #:
Name:	Relationship:	Phone #:



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### Applicant Screening Charge Disclosures

I certify that the information provided on this application is true and complete. I understand that Active Property Service will be processing my rental application which may include but is not limited to a credit check, criminal/publics records check and rental history verification. I hereby authorize my references and creditors to release to Active Property Service all information necessary to complete these reports. I also understand that it may be necessary to verify my current employment and authorize my current employer to release any and all information necessary to complete this report.

- 1) Active Property Service may obtain a credit report or tenant screening report which generally consists of:
  - a) Credit history including credit standing.
  - b) Public records, including but not limited to judgements, liens, evictions and status of collection accounts.
  - c) Information verification.
  - d) Current obligations and credit ratings.
  - e) Criminal records.
- 2) Active Property Service requires an application screening charge of \$40 per adult, none of which is refundable, regardless of outcome.
- 3) I understand that if I am denied tenancy due to my credit standing, I have the right to obtain, within 60 days a copy of my credit report and have the right to dispute the accuracy or completeness of the report.
- 4) Active Property Service reserves the right to disqualify applicant if information is not as represented. Any person or firm is authorized to release information about the undersigned upon presentation of this form or a photocopy of this form at any time.
- 5) I understand that an incomplete application may cause delays or result in denial of tenancy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Rent Amount: \_\_\_\_\_ 2.5 x Rent Amount: \_\_\_\_\_ Daily Pro-Rate: \_\_\_\_\_

Base Deposit: \_\_\_\_\_ Additional Deposit: \_\_\_\_\_ Total Income: \_\_\_\_\_

Qualified: YES NO Estimated Move In Date: \_\_\_\_\_ Hold Deposit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_