

RAP RENTAL PROPERTIES
2466 NE DIAMOND LAKE BLVD
ROSEBURG, OR 97470 (541)673-1764

APPLICATION SCREENING GUIDELINES

APPLICATION PROCESS

- We offer an application form to everyone. **We do NOT have an application fee!!!**
- We review completed applications in the order in which we receive them.

SCREENING GUIDELINES

Complete Application

- Each applicant over the age of 18 must submit an individual application.
- Applications must be signed and dated. We will not review incomplete applications.
- Applicants must show photo identification.
- We will accept the first qualified applicant(s).

Prior Rental History

- Favorable rental history of 5 years must be verifiable from unbiased and unrelated sources.
- Applicants must provide the information necessary to contact past landlords.

Income/Resources

- Household income shall be at least 3 times the rent (excluding utilities).
- Income must be verifiable through 3 months of recent paystubs, employer contact; award letters for Social Security, alimony, child support, welfare, utility or housing assistance; current tax records; or bank statements. **Must provide copies with application.**

Credit History

- \$30 fee per adult to run the criminal & credit (qualifying tenants only).
- Negative credit reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgement, total debt load, and bankruptcy.

Criminal History

- Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety or right of peaceful enjoyment of the premises of the residents, owner/agent.

Explanations/Exceptions

- All applicants may submit a written explanation with their application if there are extenuating circumstances which require additional consideration.
- If, after making good faith effort, we are unable to verify information on your application, or if you fail to pass any if the screening criteria, the application process will be terminated.
- Exceptions may be made for applicants with increased deposits at the sole discretion of the owner.
- Applicants may be rejected based on the demeanor in which they treat the agent or other parties present.

**FALSIFICATION OR MISREPRESENTATION OF ANY PART OF THE
APPLICATION WILL BE GROUNDS FOR DENIAL.**