



Tenant Screening Criteria

We are an equal housing opportunity property service. We do not discriminate on the basis of race, color, religion, sex, disability, national origin, familial status, sexual orientation or source of income. We are seeking tenants that pay the rent on time, will take care of the property, will respect their neighbors and will obey both the law and the terms of the rental agreement.

- The application fee is \$35.00 per person. Each adult over the age of 18 that will reside in the unit must complete an application and pay the fee. This fee is **NON-REFUNDABLE**.
- We review completed application in the order we receive them, all questions **MUST** be answered (if something does not apply to you use N/A). Completing these forms in their entirety will help to expedite the application process. We attempt to verify all information within 24-72 hours.
- We will accept the first qualified applicant(s).
- Applicants must show picture ID.
- Rental history of 3 years must be verifiable. Related or biased sources are **NOT** acceptable.
- Employment history of 3 years must be verifiable.
- We reserve the right to deny any application if, after making a good faith effort, we are unable to verify the information. For example incorrect phone numbers, no return calls, or refusal from references to give information, could result in denial of application.
- Applicants must provide us with the information necessary to contact past landlords.
- Applicants who lie on their application, either by omission or commission, will be denied. If we discover the lie after we have rented to you, we will terminate your tenancy.
- Net household income must be at least 2 ½ time the rent (excluding utilities). This requirement does not apply to Section 8 applicants. Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- A credit check and/or criminal/public records (including evictions) may be performed. Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.
- We will not rent to you if we uncover other information that leads us to believe that your tenancy would constitute a direct threat to the health or safety of other individuals in the complex or the neighborhood.

- If your demeanor—your manners—during the application process is overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who will not get along with us or neighbors, we may reject your application.
- We attempt to provide reasonable accommodations in rules, policies, practices, and services when such accommodations may be necessary to enable a handicapped person an equal opportunity to use and enjoy our property. If you feel you need such an accommodation because of a physical or mental handicap, you need to ask for it (we are forbidden by law to ask you). We may require certification of your need for specific accommodations.
- Exceptions are made to our criteria in certain situations. Strong rental references are particularly valuable. But so, too, are exceptional income stability and reliability. So, for example, if your income is difficult to verify or you have just started a new job, but your rental references are excellent and are of much longer duration than our minimum requirement, we may make an exception by requiring an additional deposit and/or co-signer. This also applies to applicants with little rental history, poor credit, an eviction, or conviction. *IF YOU ARE IN ANY OF THESE SITUATIONS, OR DO NOT MEET THE SPECIFIED REQUIREMENTS, YOU SHOULD ONLY APPLY IF YOU HAVE ADDITIONAL MONIES FOR AN EXTRA DEPOSIT AND OR A COSIGNER AVAILABLE.*
- **All move-in costs must be paid in full upon acceptance of your application.** Available units cannot be held. The rent begins within 2 days of approval. **YOU SHOULD NOT APPLY IF YOU ARE NOT READY TO MOVE NOW, (OR AS SOON AS THE UNIT IS READY) OR IF YOU DO NOT HAVE THE MOVE IN COSTS.** Units that are not ready (still occupied or awaiting repairs) can be held with a deposit to hold. **Move in costs must be paid in certified funds-no personal checks.**
- **HOWEVER, MONTHLY RENT CANNOT BE PAID IN CASH. WE ONLY ACCEPT CHECKS OR MONEY ORDER FOR RENT PAYMENTS.**

I have read and understand the above requirements.

Signature

Date

Signature

Date



FOR OFFICE USE ONLY

Number of units available: _____ Applicant #: _____

Date Received: _____ Time: _____

APPLICATION TO RENT

Property Address: _____ Rent \$ _____ Move-in Date: ____/____/____

PERSONAL INFORMATION

Full Name: _____ Telephone: (____) _____ - _____

SS#: _____
 First Middle Last
Birth Date: ____/____/____ Driver's License, State & #: _____

Email: _____

Spouse Name: _____ Telephone: (____) _____ - _____

SS#: _____
 First Middle Last
Birth Date: ____/____/____ Driver's License, State & #: _____

RENTAL HISTORY

•Current Address: _____ City: _____ State: _____ Zip: _____

Since: ____/____/____ Why are you moving? _____

Current Landlord: _____ Telephone: (____) _____ - _____ Rent Amt \$ _____

•Previous Address: _____ City: _____ State: _____ Zip: _____

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

Previous Landlord: _____ Telephone: (____) _____ - _____

•Previous Address: _____ City: _____ State: _____ Zip: _____

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

Previous Landlord: _____ Telephone: (____) _____ - _____

•Previous Address: _____ City: _____ State: _____ Zip: _____

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

Previous Landlord: _____ Telephone: (____) _____ - _____

These questions **MUST** be answered.

Have you ever been evicted? ___Yes ___No Sued by a landlord? ___Yes ___No; Owe monies to any landlord? ___Yes ___No

If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

•Applicant's Employer: _____ How Long? _____

Supervisor: _____ Telephone: (____) _____ - _____

Job Title: _____ Take home pay per month: \$ _____ Full time ___or Part-time ___

•Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: (____) _____ - _____

Job Title: _____ Take home pay per month: \$ _____ Full time ___or Part-time ___

•Spouse's Employer: _____ How Long? _____

Supervisor: _____ Telephone: (____) _____ - _____

Job Title: _____ Take home pay per month: \$ _____ Full time ___Part-time ___

•Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: (____) _____ - _____

Job Title: _____ Take home pay per month: \$ _____ Full time ___Part-time ___

Other Income (per month) \$ _____ Source: _____ Telephone: (____) _____ - _____

BANK REFERENCES

Bank: _____ Branch: _____ Type _____

Bank: _____ Branch: _____ Type _____:

FINANCIAL/CREDIT HISTORY

Have you ever filed bankruptcy? ___ Yes ___ No When? Circumstances? _____

Do you have a history of any negative credit reporting (late payments, collections, judgments, etc.)? ___ Yes ___ No

If Yes, explain _____

Will you have the ability to have the utilities turned on in your name? ___ Yes ___ No If no, explain _____

CRIMINAL HISTORY

Have you or anyone else listed on the application ever been convicted of dealing, manufacturing, or possession of any illegal drugs?

___ Yes ___ No If yes, explain (charges, dates, etc) _____

Have you or anyone else listed on the application ever been convicted of a crime? ___ Yes ___ No If yes, explain nature of the crime(s)

and dates _____

PERSONAL REFERENCES

Next of Kin: _____ Phone :(_____) _____ - _____

Name	Address	Relationship	Phone :(_____) _____ - _____
Emergency Contact:			

Other: _____ Phone :(_____) _____ - _____

PERSONAL PROPERTY

Automobile: Make _____ Model _____ Year _____ License# _____ State _____

Automobile: Make _____ Model _____ Year _____ License# _____ State _____

Other Vehicles/Boats _____ Model _____ Year _____ License# _____ State _____

Do you own any of the following?

Piano/Organ ___ Yes ___ No Water-filled furniture ___ Yes ___ No **Fish Tank/Aquarium ___ Yes ___ No (Fish are Pets)**

Do you currently have renters' insurance? ___ Yes ___ No If yes, policy information _____

PETS (If you feed it and it breathes it is a pet!!!)

1. Type/Breed: _____ Size: _____ Weight: _____ Has pet ever injured anyone or damaged anything? ___ Yes ___ No Is pet vaccinated? ___ Yes ___ No Is pet licensed? ___ Yes ___ No Is pet spayed/neutered? ___ Yes ___ No

2. Type/Breed: _____ Size: _____ Weight: _____ Has pet ever injured anyone or damaged anything? ___ Yes ___ No Is pet vaccinated? ___ Yes ___ No Is pet licensed? ___ Yes ___ No Is pet spayed/neutered? ___ Yes ___ No

MEMBERS OF HOUSEHOLD

Please list names and either age or date of birth of all persons who will occupy the unit, including part-time

Active Property Service

2680 N. Pacific Hwy.
Medford OR 97501

541) 772-5334 Phone
541) 772-5487 FAX

APPLICANT SCREENING CHARGE DISCLOSURE(S)

Applicant/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
- e) Criminal records
- f) Employment information (including time at job, position, and wage, **both gross and net**)
- g) Rental history

Owner/Agent is requiring a non-refundable payment of an Applicant Screening Charge of \$35.00 per applicant 18 or older.

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 result 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 history (as listed above), 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 _____ DOB _____ SS# _____
Signature _____ Date _____

Spouse

Name _____ DOB _____ SS# _____
Signature _____ Date _____

fee paid _____

FOR OFFICE USE ONLY

Detach Here

Active Property Service
541-772-5334

2680 N. Pacific Hwy.
Medford, OR 97501

Receipt of Application Fee

Date _____

Applicant(s) Name _____

Property Address _____

Amount Received \$ _____ Cash _____ Check# _____ Money Order _____

Owner/Agent