

# UMPQUA NW PROPERTIES, LLC, ERA/ALL STATE REAL ESTATE APPLICATION SCREENING GUIDELINES

There is a \$35.00 fee per application, which covers the cost of processing your application and obtaining your credit report.

## ***THE APPLICATION FEES ARE NOT REFUNDABLE.***

- Each adult (18 and older) must submit a separate Rental Application.
- Must be 18 years or older to rent.
- No more than 2 people, that are not related, are allowed to rent the subject Dwelling Unit.
- Management utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

## ***APPLICATION PROCESS***

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which we receive them.
- We may require up to two business days to verify information on an application.
- We will not review incomplete applications.
- If we are unable to verify information on an application, the application may be denied.
- We will accept the first qualified applicant (s).

## ***SCREENING GUIDELINES***

### **Identification**

- Applicants must show two pieces of identification. One must include a photograph.

### **Sufficient Income**

- At least 2-1/2 times the rental amount per month. (Excluding utilities)
- Permanent employment of at least six months at the same job is preferred.
- Income/resources must be verifiable through one or more of the following sources. Pay stubs, employer contact, current tax records and/or bank statements.

### **Verifiable Good Credit**

- Credit reports will be checked with a national credit bureau.
- Collections from utility companies, multiple collections from miscellaneous companies and/or NSF checks may result in denial of application.

### **Prior Rental History**

- Any collections and/or judgments from a previous landlord will result in denial of application
- Rental history of five years must be verifiable from unbiased/unrelated sources.
- Applicant must provide Management with the information necessary to contact past landlords.
- Management will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant.
- Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.

### **Credit/Criminal/Public Records Check**

- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony will be denied tenancy.
- Any criminal/felony conviction within the last seven years may result in application denial.

### **Complete Application**

- This application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which they are received.

By signing below you acknowledge the guidelines set forth above

Name \_\_\_\_\_ Date \_\_\_\_\_

# Umpqua NW Properties, LLC.

## Rental Application

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### Personal Information

Date: \_\_\_\_\_ Application Taken By: \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Prior Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Prior Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at present address? \_\_\_\_\_ How long have you lived at prior address? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

Prior Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

Prior Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

How many will be living in this unit? Adults \_\_\_\_\_ Children \_\_\_\_\_  
Pets \_\_\_\_\_ Weight of Pets \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Current Salary \_\_\_\_\_

How Long? \_\_\_\_\_ Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Telephone: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Current Salary \_\_\_\_\_

How Long? \_\_\_\_\_ Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_

**Bank Information**

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
Telephone \_\_\_\_\_ Address \_\_\_\_\_

Checking Account No. \_\_\_\_\_  
Savings Account No. \_\_\_\_\_

**Personal/Credit References**

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Credit Grantor	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Other Information**

Number of Vehicles (Including company cars)

Make/Model \_\_\_\_\_ Year \_\_\_\_\_  
Color: \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_  
Color: \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_

Color: \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

**HAVE YOU EVER**

Filed for Bankruptcy  Yes  No If yes, when? \_\_\_\_\_

Been served an eviction notice or been asked to vacate a property you were renting?  Yes  No

Willfully or intentionally refused to pay rent when due?  Yes  No  
If yes, when? \_\_\_\_\_

Been convicted of a crime?  Yes  No  
If yes please explain: \_\_\_\_\_

How were you referred to us?  Newspaper (name) \_\_\_\_\_  
 Realtor (Name) \_\_\_\_\_  Other \_\_\_\_\_  
Rental Unit Applied for \_\_\_\_\_

Commencement Date \_\_\_\_\_ Term \_\_\_\_\_ Rent/Month \_\_\_\_\_

**Acknowledgement**

I/We, the undersigned, understand that Umpqua NW Properties, LLC is the leasing agent and representative for the owner/landlord and that the leasing agent's fees will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigned receiving a lease agreement.

\_\_\_\_\_  
Applicant's Signature Date Co-Applicant's Signature Date

**Consent to Obtain Credit/Employment Information**

I/We authorize Umpqua NW Properties, LLC. to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the city of Roseburg, state of Oregon.

Applicant's Signature

Date

Co-Applicant's Signature

Date

The undersigned authorizes landlord, leasing agent, and representatives of owner/landlord to contact the undersigned's current or previous landlord, and current employer, and further, by a copy of this Application, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application. I further authorize owner/landlord, leasing agent or its representatives to apply for or obtain an investigation or credit report in connection with this application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities relative to the undersigned's number of children, employment, occupation, general health, financial, and criminal history information.

**For Office Use Only – Do Not Write Below**

Application	Person Contacted	Remarks
___ Present Landlord	_____	_____
___ Previous Landlord	_____	_____
___ Applicant's Employment	_____	_____
___ Co-Applicant's Employment	_____	_____
___ Bank	_____	_____
___ Reference (1)	_____	_____
___ Reference (2)	_____	_____
___ Reference (3)	_____	_____
___ Other	_____	_____
___ Driver's License/ID	_____	_____
___ Credit Bureau	_____	_____

Verification completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Monies Received**

Date	Description	Amount
	<b>Application fee \$35</b>	

	Security Deposit	

THIS APPLICATION: \_\_\_ Is Approved      \_\_\_ Is Not Approved