

PROPERTY MANAGEMENT PROFESSIONALS

525 NE 6th Street • Grants Pass, OR 97526 • Phone (541) 479-4991 • Fax (541) 479-1639
ON THE WEB AT: PMP-RENTALS.COM

APPLICANTS SCREENING DISCLOSURE

1. An applicant screening fee of \$ 45.00 is to be paid at the time a completed rental application is submitted.
☐ Cash ☐ Money Order
2. The applicant screening fee is to cover the cost of obtaining information on the applicant(s) as the Agent processes the application for a rental agreement.
3. The number and amount of applicant screening fee(s) will be charged based on the number of applicant(s) applying.
4. The applicant screening fee charged will be: **Non-refundable**. However, if the landlord fills the rental unit before screening your application or does not conduct a screening for any reason, the applicant screening fee will be refunded.
5. The applicant screening will be processed by the owner or agent. Names and addresses of the screening services available upon request.
6. The applicant screening entails:
 - a. Consumer credit reports to be obtained from one or more of the following agencies.
 - i. CBI Equifax, PO Box 740241, Atlanta, GA 30374
 - ii. Trans Union Corp., PO Box 390, Springfield, PA 19064
 - iii. Experian, PO Box 2104, Allen, TX 75013
 - b. Verification of information from the current and previous landlord
 - c. Verification of income as provided on the rental application
 - d. Personal reference checks
 - e. Criminal History
7. If your application is denied based in whole or part on information received from a tenant service or consumer credit reporting agency report, you shall be notified of that fact at the same time the agent notifies the applicant of denial. You will be notified of the name and address of the service or agency if it differs from that herein disclosed.

PROPERTY MANAGEMENT PROFESSIONALS

525 NE 6th Street • Grants Pass, OR 97526 • Phone (541) 479-4991 • Fax (541) 479-1639
ON THE WEB AT: PMP-RENTALS.COM

Policies & Procedures

- We offer application forms to everyone who requests one.
 - **We only take a screening fee if you are the first in line.**
- Rental property shown by appointment only.
- Applications taken at PMP office.
- Applicant(s) must show two pieces of identification. One must include a photograph.
- Separate application must be completed for each separate credit status for individuals 18 years or older.
- Applications are processed in the order in which received.
- Applications must be completely filled out in legible format.
- Applicant(s) is urged to review the screening criteria to determine if requirements can be met. Upon acceptance, applicant(s) are required to complete the rental agreement or advanced deposit agreement and pay applicable fees and/or deposits within 24 hours.
- Applicant's total income must be at least 3 times the rental amount.
- All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investments reports, bank statements or other financial data, pay stubs, or employer verification. Stability of the source and amount of income during the past five years may be considered. No illegal income will be considered.
- Debt to income ratio cannot exceed 35% of income in outstanding debt. This is figured either yearly or monthly. If the applicant does not have installment debts, income to debt ratio for housing may be permitted to be up to 50% of income.
- We may require up to two business days to verify information on an application. If we are unable to verify information on an application, the application may be denied.
- Total occupancy is not to exceed 2 individuals per bedroom.
- All rentals require a minimum of a full month's rent and any appropriate pro-rates.
- Minimum security deposit is equal to one month's rent.
- Additional deposit is required when pets are allowed – deposit amount may vary.
- Additional deposits may be required for smokers or individuals with credit problems.
- Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history shall be free of evictions, judgments, collections and bankruptcies. A valid explanation may be considered by the owners/agent if provided by the applicant(s).
- Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.
- The behavior and demeanor of applicants during the application process will be considered.
- Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental application or rental agreement upon discovery.
- Must have one-year verifiable rental history.
- If you are using a relative as a reference, you must present cancelled checks showing proof of rent payment in full.