Rental Application

DPM DIVERSIFIED
Property Management & Real Estate Services

****Agent use only**** Received by _____

Date Given _____/_____/_____ ☐ Financially Responsible

Fee Amount Paid $_____ Date _____/_____/_____

☐MO ☐CaCh ☐Other Unit ID: _____

Applicant Name: _____

Desired move in date: _____/_____/_____

Date Received: _____/_____/_____ Time: _____:_____

☐Proof of income provided ☐ID provided ☐Pet vaccination records

EQUAL HOUSING OPPORTUNITY

All potential occupants over 18 years of age must complete an application. If approved, applications are valid for 60 days. Use black ink. Incomplete Applications could be denied for lack of information. Include a copy of your Photo ID, Proof of Income and proof of vaccinations records for animals being brought on the property. An Application Fee of $70.00 per application is required. Any application submitted without payment of the application fee will be canceled or denied, at the company's discretion. The application fee is payable by Money Order or Cashier's Check only to: *Diversified Property Management, 1010 Airport Rd SE, Albany OR 97322.* Exact cash may also be accepted at our offices. If paying in cash, payments must be exact amounts as we cannot make change

Unit address: _____ Unit# _____ OR. Zip code: _____

_____ Bedrooms _____Bathrooms _____ Assigned parking spaces

Unit and cost details:

☐ Month to Month $_____.00 or ☐ _____ Lease $_____.00.

Deposit: Minimum $_____.00 → Maximum $_____.00.

Monthly Utility Charges for ☐ Water ☐ Sewer ☐Garbage ☐ Gas ☐ Electricity Other _____ are: $_____.00. Payment is due on the 1st of the month with rent. A portion of your utility billing amount may benefit other tenants and Owner/Agent by providing service to common areas in the rental complex. This may include such items as water service and wastewater service to common area irrigation water, common area trash receptacles, and storm water runoff. All other utilities arranged for and paid for by tenants.

Pets ☐ are ☐ are not allowed. If allowed, it is with conditions (inquire with management) with an additional rent for pets of $_____.00/mo per pet and an additional security deposit of $_____ per pet. | Recycling ☐ is ☐ is not available. | Smoking/vaping ☐ is ☐ is not allowed in anywhere on property ☐ designated areas only (inquire with management). | Landscaping ☐ is ☐ is not maintained by the owner.

Renter's Insurance is required if Tenant's combined household income is more than 50% of the area median income.

Number of units of this type available: _____ (A "similar unit" includes those located within the same complex or building with the same floor plan, size, and configuration).

Number of applications received at time application was given: _____.

Tenant fees and/or charges:

- Late Rent Fees $150.
- NSF/Returned Check Fees $35+Bank Charges.
- Non-Compliance Fees for (1) Late Payment of Utilities (2) Failure to Clean-up Pet Waste, Garbage, Rubbish or Other Waste (3) Parking Violation or Improper Use of a Vehicle on Property, are $50 for 2nd Violation, then $50 plus 5% of Rent for Subsequent Violation(s).
- Smoke/Carbon Monoxide Detector Tampering Fees $250.
- Non-compliance fees for smoking or vaping in a designated non-smoking area or unit are $250 per violation.
- Non-compliance fees for an unauthorized pet capable of causing damage are $250 per violation.
- Lease Break Fee 1.5 times monthly rent or actual damages.
- Charges imposed upon owner or agent by Homeowner's or Condominium Association for moving into or out of a unit are passed through to tenant.
- Charges charged by USPS for re-keying a locking mail box associated with the unit is the responsibility of the Tenant.

TERMS and CONDITIONS:

The following Application Agreement will be signed by all applicant(s) prior to signing a lease contract.

SCREENING PROCESS:

All potential intended occupants eighteen years of age or older must complete an application. We offer an application to anyone. We conduct a multi-state criminal background check, credit report, employment verification, and rental history verification, including reviewing your eviction history from the last five years (except those that arose between April 1, 2020, and February 28, 2022). You will receive confirmation/receipt of screening as notification to you that a screening fee has been charged and that screening is being or has been conducted through a screening company. Do not assume that negative history from years ago will not show up. We may verify the ownership of the properties listed on your rental history through verification by the tax assessor's office. Applicants must qualify individually, except that the income requirement may be met with the cumulative income of all applicants applying as financially responsible parties. If an individual co-applicant or non-financially responsible occupant is denied, the remaining qualifying applicants may be permitted to proceed by removing or replacing the non-qualifying individual. Application fees will be refunded when required by ORS 90.295. Refunds will be issued within the time required by law. When an application reaches the front of the queue processing will begin and the application fee will be used in the background investigation. Applications are processed in the order that they are received on a first-come, first-served basis in a queue-based system. Applications are time stamped as they are received and placed in the queue for the home. We will make a good faith effort to inform you in writing an estimate of approximately how many units of the type are available and how many applications are already accepted for the unit you applied for at the time of your application. We will not "hold" applications and wait to receive the rest of an application group including roommates and co-signers. For purposes of these criteria, 'applicant' includes each individual applicant and, where applicable, all applicants applying as a group. Applications will be evaluated in accordance with the screening criteria described below.

PROOF OF IDENTITY

Acceptable forms of identification include:

- A Social Security card or evidence of a Social Security number
- A certified Copy of a record of live birth
- A permanent resident card issued by the United States Citizenship and Immigration Services
- An immigrant or non-immigrant visa
- An individual taxpayer identification number card issued by the Internal Revenue Service
- A passport, driver license, or other government-issued identification, regardless of expiration date
- Any non-government identification or combination* of identifications that would permit a reasonable verification of identity

* DPM requires that at least one form of identification be a photo ID when necessary to reasonably verify the applicant's name, date of birth, and physical appearance.

BACKGROUND SCREENING COMPANIES

We use third-party screening companies for a portion of the background check which may include credit report, rental history, employment history, criminal history, and proof of income. Screening companies may attempt to contact you, your employer, your references, and your landlord(s). These screenings provide us with information to aid our screening decision based on our criteria.

APPLICATION GROUPS

An application group will not be considered complete or placed into the processing queue until all required applicants have submitted the required application materials, except as otherwise required by applicable law. If applying with intended roommates or co-signers, the group of applications will only be considered "Complete" and placed into the queue if/when all applications for all intended roommates and co-signers have been fully submitted. "Incomplete" application groups which miss or lack any roommate or co-signer application, required information, and/or an application fee may be canceled. We may attempt to reach you to obtain the missing applications for your group. We may cancel your application instead of giving or extending a deadline. Application groups remaining "incomplete" for seven business days will be canceled. We will not hold a place in queue for incomplete application groups. Incomplete application groups are considered to be outside of the queue. In short, all application groups must be received, complete, and ready for processing before entering the queue for consideration.

APPLICATION FEES AND TRANSFERS

If multiple applications are turned in by the same person/people for different properties, they must choose which home they want to apply for, and the others would need to be canceled and refunded. If an applicant wishes to apply for or switch to a different property, a new application process and deposit to hold Agreement for that specific unit will be required. Applications must be filled out completely. If we are unable to verify something on your application after a good faith effort, we will decide with the information we have. We will accept the first qualified applicants. Application screening may take up to seven business days to issue a decision. Application fees are good for sixty days from the date of receipt without the need for an additional screening fee. If you have applied with us recently, please indicate that on the application, or let us know by contacting the front desk 541.791.4052. Or applications@rentfromdpm.com . We will check to see if you are eligible to move forward without an application fee.

APPROVALS

Approved applicants will receive an email with the deposit amount for moving forward to a move-in. In rare cases, an extension may be issued to allow screening to complete. If DPM takes adverse action based in whole or in part on information contained in a consumer report or tenant-screening report, including denial, requiring a co-signer, or requiring a higher security deposit, DPM will provide the applicants with any notices required by applicable federal law. Once approved, we

require a deposit to hold for the purpose of securing the execution of a lease agreement. If a deposit to hold is not secured by the requisite payment with a signed deposit to hold form or a signed lease by the stated deadline, we will cancel your application and move on to the next application in queue. Deposit to hold deadlines shall be three business days from the date of approval. If an extension is needed for the applicants to meet the hold requirement, they must contact Management for approval. If the lease agreement is executed, DPM will apply the deposit to hold towards amounts due under the lease agreement. Deposit to hold payments will only be accepted alongside a fully executed, written Deposit to hold Agreement pursuant to ORS 90.297. Forfeiture of any deposit to hold shall be governed strictly by the terms of said Agreement and applicable state law. If lease agreement is not executed due to a failure of DPM to comply with the deposit to hold agreement, within five days after failure to comply, DPM will return deposit to applicant either at the place of business (1010 Airport Rd SE, Albany, OR 97322) or mailing by first class mail to the applicant's current address listed on their application. Deposit to holds are unit-specific and non-transferable, but forfeiture will strictly comply with ORS 90.297 and the terms of the Deposit to hold Agreement. It is our policy that a deposit to hold must be placed within three business days from the approval to secure the unit. If a home is ready at the time of an anticipated move-in, our policy is to execute a move-in within seven business days from the date of the deposit to hold deadline. If the home is not ready, our policy is to provide an anticipated move-in date. All listed or advertised dates indicating rent readiness are projected and estimated to the best of our ability. All dates may change due to factors outside of our control. We cannot and do not guarantee move-in dates. All remaining amounts owed or balance due must be paid in full and a lease agreement must be fully executed before a move-in may be completed.

DENIALS

If an application is denied, DPM will provide the applicants with the written statement of reasons required by ORS 90.304 within 14 days of the denial with notification sent by first class mail. We will render an updated decision no more than seven business days from the date of appeal. Incomplete, inaccurate, discrepant, or false information may result in denial and may be grounds for termination, subject to the rental agreement and applicable law. If an individual co-applicant or non-financially responsible occupant is denied, the remaining qualifying applicants may be permitted to proceed after removing or replacing the non-qualifying individual. We may conditionally approve your application. If the conditions of the approval are not met, the application may be denied.

DENIAL APPEALS:

Applicants may appeal the denial decision in writing within thirty days of the date of the screening by mail (Application Denials and Appeals: 1010 Airport Rd SE, Albany, OR 97322) or by email with the subject, "Application Denials and Appeals" sent to applications@rentfromdpm.com or by Fax to (541) 791-4119. Criminal-history denials will be reviewed in accordance with the individualized-assessment requirements of applicable law. Applicants may dispute inaccurate information directly with the applicable consumer reporting agency, screening company, court, or other appropriate agency regarding credit reports, criminal records, and public records. Appeals based on mitigating circumstances or criminal history must include objective evidence. While personal statements from the applicants are accepted, statements relying solely on unverified assertions without corroborating facts, dates, or third-party context may be considered insufficient to overturn an objective screening decision.

- Examples of documentation you may include with your appeal:
  - A formal statement by the applicant or others explaining the details of the situation
  - Written Proof of Dispute Resolution: Official documentation showing that disputed background check entries, credit errors, public records, or eviction filings have been formally corrected, updated, or dismissed by the court or credit bureau.
  - Third-Party Verification: Official letters on formal letterhead from parole/probation officers, caseworkers, licensed therapists, medical providers, counselors, housing advocates, or employers detailing relevant mitigating circumstances or rehabilitation.
  - Proof of Financial/Housing Compliance: Official records demonstrating a history of timely rent payments, satisfaction of outstanding debts/judgments, or proof of completed rehabilitation, treatment, or training programs.
  - Proof of income:
    - Pay stubs showing employer and date range of payment
    - Letter from employer/offer letter from a new employer, on company letterhead, stating wage and approximate number of hours worked per month
    - Personal (non-business) tax documents (W2s, 1040s, et al)
    - Scholarship/financial aid award documentation showing the applicant has been awarded the scholarship or financial aid
    - SSI/SNAP/TANF
    - Child Support
    - Housing assistance voucher
  - Criminal Conviction Related Documentation
    - Letter from parole or probation office;
    - ii) Letter from caseworker, therapist, counselor, etc.;
    - Certifications of treatments/rehab programs;
    - Letter from employer, teacher, etc.
    - Certification of trainings completed;
    - Proof of employment; and
    - Statement of the applicant

Updated appeal decisions will be rendered within seven business days from the date of the appeal.

RENTAL CRITERIA:

-CONDUCT

Threats of violence or abusive, threatening, or harassing conduct directed toward DPM staff, contractors, residents, or other applicants during the application process may result in denial.

-CREDIT

Seven or more unpaid collection accounts, or unpaid collection balances exceeding $5,000.00, may result in denial based on credit history. An active bankruptcy filing within the last five years may result in denial based on credit history. A closed or discharged bankruptcy within the last three years with positive credit established after may result in an additional security deposit. We do not consider collections for medical or education loans in the collection account count.

-CRIMINAL HISTORY

Potentially disqualifying criminal history will be evaluated in accordance with the criteria and review process described below.

1. Criminal history identified.
2. Applicant is notified and given three business days to submit mitigating information.
3. Individualized assessment is completed.
4. Decision is made.
5. If denied, applicant still has the normal appeal rights within thirty days from the date of the screening.

Management will conduct a search of public records to determine whether an applicant or occupant has a 'Conviction' (a conviction, guilty plea, or no contest plea) or an open pending criminal charge for disqualifying offenses under ORS 90.303(3), including the following crimes as provided in ORS 90.303(3): drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of residents, the landlord or the landlord’s agent. Pending charges will not be treated as convictions but will trigger an individualized review before any determination is made. Management will not consider a previous arrest that did not result in a Conviction or expunged records.

If applicants, or any proposed occupant, has a Conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information to Management along with the application so Management can engage in an individualized assessment (described below) upon receipt of the results of the public records search and prior to a denial, applicants should do so.

The following criteria identify the criminal history that may result in a preliminary determination that an applicant does not meet DPM's screening criteria. All criminal-history screening will be limited to conduct that may lawfully be considered under ORS 90.303 and other applicable law.

a) Felonies or Misdemeanors involving: murder, manslaughter, arson, rape, kidnapping, child or other violent/predatory sex crimes or manufacturing or distribution of a controlled substance, or terrorism.
b) Felonies not listed above involving: drug-related crime; person crime; sex offense; crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
c) Misdemeanors not listed above involving: drug related crimes (This does not include a conviction based solely on the use or possession of marijuana), person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
d) Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which the applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 3 years.
e) Conviction of any crime that requires lifetime registration as a sex offender, or for which the applicant is currently registered as a sex offender, could result in denial.

Criminal Conviction Review Process.

Management will engage in an individualized assessment of the applicant, or other proposed occupant's, convictions the applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) as required by local, state and federal law, and:

(1) Applicant has submitted supporting documentation prior to the public records search; or

(2) Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation may include:

- i) Letter from parole or probation office;
- ii) Letter from caseworker, therapist, counselor, etc.;
- iii) Certifications of treatments/rehab programs;
- iv) Letter from employer, teacher, etc.
- v) Certification of trainings completed;
- vi) Proof of employment; and
- vii) Statement of the applicant

Management will conduct the individualized assessment required by applicable law regardless of whether the applicant submits supplemental information

a) Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Management may request additional information and may consider whether there have been multiple Convictions as part of this process.
b) Notify applicant of the results of Management's review within a reasonable time after receipt of all required information.
c) Management will hold the unit for up to three (3) business days following receipt of written notice from the applicant to allow the applicant to submit mitigating documentation for an individualized assessment. If complete documentation is not received within three (3) business days, Management may proceed to process the next application in queue.

If the request is made after denial, we will review the documentation under a denial appeal.

-RENTAL HISTORY

Applicants must meet the rental history criteria below. The following will be considered to be negative rental history: A landlord rental reference marked as "would not re-rent" to the applicant, three notices for late payment and/or dishonored checks (NSF), three late payments, or three notices of termination for nonpayment, within one year, reports of illegal activity, damage caused the property beyond wear and tear, disturbances to the neighbor's peaceful enjoyment of their home, founded/substantiated noise complaints, lease violations, unpaid amounts owed to a landlord (Except those that arose between April 1, 2020, and February 28, 2022), failure to comply with the rental agreement, could be reasons for denial.

-INCOME

The monthly gross income of applicants must be two and a half times (2.50x) the monthly rent amount.

For applicants receiving housing assistance, the income requirement is two and a half times (2.50x) the portion of rent that will be their responsibility at move-in.

Roommates can combine income to meet the income requirements. We require and accept all legal, documentable sources of income. If you do not have a traditional income and wish to use your liquid assets for our calculations, we can accept personal savings information. The income requirement for personal savings will be equal to or greater than twelve times (1 year) the monthly rent amount. For out-of-state employment, applicants must provide documentation from their employer confirming that the position is remote or submit proof of transfer/relocation to an Oregon-based role. Self-employed applicants may be required to show proof of income through copies of the previous year's tax returns. If an applicant's monthly income is between 2.00 times the monthly rent and 2.50 times the monthly rent, the applicant may be required to pay an additional security deposit. Approval for housing assistance program participants remains subject to completion of the applicable Housing Authority's required inspection, rent approval, and lease or contract execution processes.

PROOF OF INCOME DOCUMENTATION

- Pay stubs showing employer and date range of payment
- Letter from employer/offer letter from a new employer, on company letterhead, stating wage and approximate number of hours worked per month,
- Personal (non-business) tax documents (W2s, 1040s, et al)
- Scholarship/financial aid award documents showing they've been accepted
- SSI/SNAP/TANF - Child Support - Housing assistance voucher

Please inquire with Management (applications@rentfromdpm.com) for other acceptable forms for proof of income if yours is not listed.

-ANIMALS

Each property has a unique pet policy. Company-wide, all properties will not allow certain pet dog breeds known to have aggressive behavior; an aggressive pet dog breed list can be found below. You must disclose all animals on your application no matter what type or size. No animals with a history of aggressive, threatening, or violent behavior will be allowed. Aggressive pet dog breeds [Restricted Company-Wide] include, but are not limited to: - Wolves, Pit Bulls, American Staffordshire Terriers, Rottweilers, Dobermans, Chows, Akitas, Presa Canarios, Karelian Bear Dogs, Dogo Argentinos, Malamute (Alaska), Husky and German Shepherds or any mix thereof. Pet breed restrictions apply only to animals kept as pets and do not apply to approved assistance animals. Requests for reasonable accommodation will be evaluated in accordance with applicable federal, state and local law. Assistance animal accommodation requests will be processed in accordance with Federal Fair Housing and Oregon laws. For Service Animals whose disability-related need is obvious, no medical documentation will be required.

SCREENING IS REQUIRED FOR ALL APPLICANT ANIMALS REGARDLESS OF SIZE OR TYPE:

To help ensure ALL of our residents understand our animal-related policies: All pets must complete DPM's pet-approval process before they may move into or reside on the premises. Requests for assistance animals will be processed separately as reasonable-accommodation requests in accordance with applicable law. Applicants seeking a reasonable accommodation for an assistance animal may submit their request directly through the online application, via PetScreening, or by submitting written documentation directly to Management. An approval by the third party vendor "PetScreening" does not necessarily equal an approval by Management. Verified animal approval shall be by a signed lease, with all applicable animal related addenda, all pet related charges paid, and each specific animal listed on the lease. Proof of required vaccinations and municipal licensing (if required) for approved animals must be provided prior to lease execution and move-in. Please get started by selecting a profile category on our landing page. Copy and paste the following link in another tab: rentfromdpm.PetScreening.com

ANIMAL DOCUMENTATION

- Photo(s) of the animal(s)
- Documentation of the following vaccinations:
    - Cat: Rabies, FVRCP, FELV (Feline Leukemia)
    - Dog: Rabies, DA2PL-Parvo, Bordetella (Kennel Cough)
- Dogs Only: Documentation of licensing with the local municipality (county/city/et al)

-CO-SIGNERS

We may accept co-signers if, the intended co-signer will not reside in the home and the applicant is qualified on all other metrics except for income. Co-signers can only cover the income portion of an applicant's screening but a co-signer must be fully qualified on all metrics. The income requirement for a co-signer is five times the gross rent amount. Or, the income requirement for personal savings will be equal to or greater than twenty-four times (two years) the monthly rent amount. If a cosigner applicant's monthly income is between 3.50 times the monthly rent and 5.00 times the monthly rent, the applicant may be required to pay an additional security deposit.

DISCLOSURES:

1. TRAMPOLINES, POOLS, FIRE PITS, EXERCISE AND PLAY EQUIPMENT, and ERECTING STRUCTURES

Tenant(s) is not allowed to erect any structure on the premises or install anything on the exterior of the premises without written permission from Owner/Agent Swimming pools, trampolines, fire pits, exercise and play equipment are not allowed to be erected in the premises without written permission from Owner/Agent

2. SMOKING AND VAPING

If the property allows smoking, no smoking or vaping of any kind is allowed inside the units or in restricted areas, "Smoking/Vaping" means inhaling, exhaling, breathing, carrying, or disposing of any lighted cigar, cigarette, or other tobacco product or similar substance, including marijuana. Tenants must follow all Federal, State and local smoking ordinances. We do not guarantee any property has never been smoked in.

3. WATER-FILLED FURNITURE, AQUARIUMS, PIANOS, ORGANS, and EXERCISE POLES

Water-filled furniture, aquariums, pianos/organs, or exercise poles are not allowed without written permission from Owner/Agent

4. RENTER'S INSURANCE

Tenants must provide proof of renter's insurance before moving in unless their combined household income is less than 50% of the area median income or the unit is rented with housing assistance under a federal, state, or local program. Renter's insurance must have a minimum liability of $100,000 and Diversified Property Management must be listed as an interested party. A declaration page is sufficient for proof.

5. APPLICATION FEE

You will be charged an application fee in the amount indicated, and this payment partially defrays the cost of administrative paperwork. Credit/ debit card payments can be made Online Only with Visa, MasterCard, JCB or Discover branded cards from any country. American Express, gift cards, and prepaid cards are not accepted. All other application fee payments (Not Online - i.e. paid in person, mailed in, left in drop box after hours) must be paid via cashier's check or money order. We can accept cash payment of application fees, but it must be EXACT.

6. GENERAL OCCUPANCY GUIDELINE

The actual permitted occupancy is determined based on applicable law, property configuration, bedroom size, health/safety requirements, and applicable governmental restrictions. Occupancy is generally 2 people per bedroom plus one additional person. A bedroom is defined as a room designed for sleeping with at least one window to the exterior and an interior door separating the room from the rest of the unit. Some homes may have limited occupancy based on the design of the home, square footage of the home, and/or restrictions imposed by a governing body. We may adjust the general occupancy standard to a more liberal standard based on specific factors related to the size and configuration of the unit and its bedrooms.

7. IF YOU WITHDRAW BEFORE APPROVAL

You and any co-applicants may withdraw your application after processing of your application as started. If you or any co-applicant withdraw your application after screening has been conducted or ordered, application fees generally will not be refundable except where otherwise required by law. If you or any of your co-applicants still wish to rent the unit after applicants withdraw, we will process/review the updated application group.

8. NOTICE TO OR FROM CO-APPLICANTS

Any notice we give you or your co-applicants is considered notice to all co-applicants; and any notice from you or your co-applicant(s) is considered notice from all co-applicants.

9. LEASE CONTRACT INFORMATION

Special information and conditions must be explicitly noted on a lease contract, and all parties (if approved) must sign to obtain possession of a unit and begin a contract with Diversified Property Management. Please identify in the property description or from a DPM representative if the lease is a month-to-month rental agreement or one-year lease contract; also familiarize yourself with the responsibility of the utilities associated with the unit; and lastly any other additional monthly costs or initial deposits.

10. PAYMENT POLICY FOR RENTS AND DEPOSITS

First month's rent and deposits must be paid in two separate money orders or cashier's checks unless paid through the online tenant portal. After that only cashier's checks, personal checks, money orders, or online payments (e-check or credit/debit card) will be accepted as payment of rent, late fees, or any other charges. We also suggest you make a copy of the payment for your own records. As a last resort, cash can be brought to our office at 1010 Airport Rd. SE Albany, OR 97322 during normal business hours. (Note: our office is closed for lunch 12:30pm to 1:30 pm) Office phone number is 541- 791-4052. Refunds of deposits, if due, will be made in the form of a check provided the terms of the agreements have been met. If your move-in falls on the 26th of the month or later, you will be required to pay the pro-rated rent for the current month AND the next month's rent on your move-in date. Unless your rental agreement says otherwise, rents are due on the First (1st) of the month. They are payable in FULL by the end of the business day on the Fifth (5th) of the month. Per our rental agreement, any rent received after the 5th of the month will be assessed a late fee in the amount indicated on your lease contract.

11. KEYS OR ACCESS DEVICES

We will furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents referred to in the Lease Contract; (2) all required utility service accounts have been set up; (3) Renter's insurance (if required) has been setup and proof provided to DPM; and (4) all applicable rents and security deposits have been paid in full.

12. ANTI-DISCRIMINATION

We do not discriminate on the basis of race, color, national origin, religion, sex, familial status, disability, marital status, source of income, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local law.

13. ACCURACY AND VERIFICATION

Applicant represents that the statements made here are true and complete. I authorize the verification of the information provided on this form as to my credit, criminal, employment, past rental history, and other statements made on this application, including, but not limited to, a background check & credit report. I

understand there is a fee for processing this application and that the fee generally is not refundable after screening has been conducted or ordered, except where otherwise required by law. I acknowledge receipt of a copy of the application screening criteria. I understand I have the right to dispute any information provided by a screening company or credit reporting agency. I understand that a rental agreement is expected to be fully executed within seven business days from the date of the deposit to hold deadline on my application.

14. CO-SIGNERS

If a co-signer applies, they must read, understand, and accept that our rental agreement states the following information below, and they must agree to these terms in the rental agreement. Furthermore, applicant must read, understand, and accept the information below. See lease except below: Co-Signer agrees unconditionally, absolutely, and continually to guarantee the performance by the Tenant(s) of all obligations under the Rental Agreement or any extensions or renewals, including, but not limited to, the timely payment of Rent, Fees, Utility or Service Charges, Damages to property, Late Fees, legal fees, and collection costs. The liability of Co-Signer is direct and unconditional and may be enforced without requiring Owner/Agent first to exercise, enforce, or exhaust any right or remedy against Tenant(s). Co-Signer waives presentment, demand, protest, and notice to which Co-Signer might be entitled. Co-Signer agrees that any action regarding this Agreement may be brought in any state or federal court sitting in the county in which the property is located. Co-Signer agrees to personal jurisdiction in such court. Co-Signer agrees to pay all costs, attorney fees, and collection costs incurred by Owner/Agent in enforcing this Co-Signer Agreement. Tenant(s) agrees to Co-Signer(s) being copied on all written notices pertaining to rule violations or late payments for the rented premises. Tenant(s) also agrees to allow Co-Signer(s) access to accounting ledgers for rent, deposits and other amounts owed or paid for the rented premises, including but not limited to balance owed, payment dates and payment amounts. Co-Signer(s) do not have physical access to the premises without tenant(s) permission. Co-Signer(s) do not have access to private communications between Tenant(s) and Management.

15. INSURANCE

Tenants are required to carry at least $100,000 in renters liability insurance to cover damage or fire caused by themselves or their guests. Tenants with pets must also provide proof of pet liability coverage. The renters insurance requirement may be waived if the household's combined income is at or below 50% of the area's median income.

SIGNATURE

Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicants or to sign a rental agreement for the identified property.

I have read the above Screening Criteria before submitting my application and I am aware that my application can be denied for any of the above reasons



Initial _____ Date _____

Denied applications can be disputed in writing within 30 days of denial mailed to: Diversified Property Management Attn: *Application Denials 1010 SE Airport Rd Albany OR 97322*. Credit reports, criminal records and public records must be disputed through the appropriate agencies.

Applicant information	
Applicant Name: First _____ Middle _____ Last _____	
Previous names First _____ Middle _____ Last _____ First _____ Middle _____ Last _____	
Date of Birth:	SSN/ITIN:
Phone (Home):	Driver's License Number:
Phone (mobile):	Email:

Housing History - Explain any gaps in rental history in the additional comments section below			
Current Address:	Number & Street name:		
City:	State:	Zip code:	
Monthly Rent: $	From _____/_____/_____	To _____/_____/_____	
Reason for Leaving:			
Landlord/Manager Name:			
Landlord Phone Number:	Landlord Email:		
Previous Address:	Number & Street name:		
City:	State:	Zip code:	
Monthly Rent:	From _____/_____/_____	To _____/_____/_____	
Reason for Leaving:			
Landlord/Manager Name:			
Landlord Phone Number:	Landlord Email:		

Please List All Outstanding Past Due Debts and/or Collection Accounts
1)
2)
3)

Income Information - Explain any gaps in income in the additional comments section below		
Applicant Current Employer:		
Employer Address:		
Position:	Supervisor:	Phone:
Start: _____/_____/_____	End: _____/_____/_____	Net Monthly Income: $
Applicant Previous Employer:		
Employer Address:		
Position:	Supervisor:	Phone:
Start: _____/_____/_____	End: _____/_____/_____	Net Monthly Income: $
Other Income source 1: _____ Monthly Income Received: $_____	Other Income source 1: _____ Monthly Income Received: $_____	

Do You Intend on Bringing Animals of any kind to the Property? ☐ Yes ☐ No Current photos must be provided; Documentation must be provided showing animals are current on vaccinations. Inquire with management if your animal needs a reasonable accommodation	
Type: _____ Breed: _____ Name: _____	Weight: _____ Age: _____
Type: _____ Breed: _____ Name: _____	Weight: _____ Age: _____
Type: _____ Breed: _____ Name: _____	Weight: _____ Age: _____
Fish, Reptiles, Birds, Rodents or other small animals:	Enclosure/tank size:
Has your Animals ever caused injury to a person or damage to property? ☐ Yes ☐ No	

All Vehicles which you intend to bring on property, including trailers, RVs, motorcycles and boats			
Type of Vehicle/Make/Model	Color	Year	License & State

Please Provide Names and Date of Birth for All Occupants: Occupants-Maximum occupancy is 2 people per bedroom plus one	
Name:	Date of Birth: _____/_____/_____
Name:	Date of Birth: _____/_____/_____
Name:	Date of Birth: _____/_____/_____
Name:	Date of Birth: _____/_____/_____
Name:	Date of Birth: _____/_____/_____

General Information	
I understand and agree that by applying for a lease with this company, my animal(s) must be fully screened and approved by management before they may move into the home. Type rentfromdpm.petscreening.com to your browser to start. ☐Yes ☐No	
Do you intend on bringing animals of any kind to the property? ☐Yes ☐No	
Has your animal ever caused injury to a person or damage to property? ☐Yes ☐No	
Have you been evicted in the last 5 years (except between April 1, 2020 & February 28, 2022)? Or, are you currently being evicted? ☐ Yes ☐ No	In the last 5 years, have you been late on your rent? (except between April 1, 2020 & February 28, 2022) ☐Yes ☐No
In the last 5 years, have you filed or are you currently filing for bankruptcy? ☐Yes ☐No	Have you ever received any disciplinary notices from a landlord? ☐Yes ☐No
Do you currently owe money to any current or previous landlords? (except between April 1, 2020 & February 28, 2022) ☐Yes ☐No	In the last 5 years, have you broken, or in any manner failed to honor, a lease or rental agreement? ☐Yes ☐No
Have you used any other names? Please list all legal name changes:	Did you list all children/minors/dependents on your application? ☐Yes ☐No
Have you ever been convicted, plead guilty, or plead no contest to a felony? ☐Yes ☐No	
Have you applied to any other locations managed by Diversified Property Management within the last 60 days? ☐Yes ☐No	Have you ever been sued by a landlord? ☐Yes ☐No

If yes to any of the above, explain:

Additional comments:

Applicant(s) represents the statements made here are true and complete. I authorize the verification of the information provided on this form as to my credit, criminal, employment, past rental history, and other statements made on this application, including, but not limited to a background check & credit report. I understand there is a fee for the processing of this application, and I am not entitled to a refund even if my application is denied. I acknowledge receipt of a copy of the application screening criteria. I understand I have the right to dispute any information provided by a screening company or credit reporting agency. I understand that immediate execution (within 5 business days) of the rental agreement is expected on approval of my application.

Applicant Signature _____	Date _____