



**BELL REAL ESTATE, INC.**  
**630 River Rd. Eugene, OR 97404**  
**Telephone: (541) 688-2060 FAX: (541) 688-9728**  
**www.bell-realty.com**

### **APPLICANT SCREENING CRITERIA**

Date: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

CURRENT ADDRESS OF APPLICANT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SCREENING FEES: \$50.00 PER INDIVIDUAL**  
**DEBIT/CREDIT CARD OR MONEY ORDER ONLY. NO CASH OR PERSONAL CHECKS ACCEPTED.**

**Applicant is urged to review the screening criteria** to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate piece of paper. **Failure to meet the screening criteria may be grounds for:** (1) the denial of the application or (2) the requirement of a co-signer who will also be required to meet the screening criteria and/or (3) the requirement of payment of an additional deposit. Upon discovery, any **incomplete, inaccurate, illegible or falsified information** may be grounds for rejection of the application or termination of the execution agreement or rental agreement.

#### **1. APPLICATION PROCESS**

- A completed application that is legible, verifiable and accurate must be submitted by all potential occupants over the age of 18 or:
  - Under the age of 18 who are living apart from the person's parent, parents or legal guardian and who is either: 16 or 17 years of age; emancipated; married; pregnant and expecting the birth of a child who will be living in the physical custody of the person or; the parent of a child or children who are living in the physical custody of the person (ORS 109.510 and 109.697).
- Each applicant shall provide two (2) pieces of identification, one of which contains a personal picture.
- An applicant screening charge per applicant shall be paid at the time of application. This charge is refundable until we begin the screening of your application. **This charge is NONREFUNDABLE once we have started screening your application and must be paid at the time we receive your application in order to be put in line for the property you apply for. NO CASH OR CHECKS ACCEPTED.**
- We will verify rental history, personal references, employment, and will obtain a criminal report and a credit report to verify financial information.
- If the application is denied in whole or in part on information received from the tenant screening, the applicant will be notified in writing of that fact at the time of denial. If you are denied due to your credit report information, we will provide you with the name and address of the credit reporting agency to allow you to obtain a copy of the report and correct any inaccurate information.

#### **2. SOURCE AND AMOUNT OF INCOME**

- Total income requirement is two & half (2.5) times the amount of monthly rent per applicant. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
  - If employed (minimum 6 months), copies of at least two (2) pay stubs or an employer statement of earnings.
  - If self-employed, copies of last tax return.
  - If other income, copies of assistance checks, subsidized housing documents, retirement investment reports, bank statements or other financial data that can prove source, amount, frequency and duration of income.
- For subsidized housing, applicant's income qualification requirement is two & half (2.5) times the applicants portion of monthly rent contribution, not the total rent.

#### **3. INCOME AND DEBTS**

Rent and utilities may not be more than 50% of the total monthly income. Debts and credit will be considered in the processing of the application. If the applicant does not meet screening criteria based on income and/or credit, Bell Real Estate may offer the tenant the option to get a qualified cosigner or pay an additional deposit.

#### **4. HOUSING REFERENCES**

The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) to five (5) consecutive years. Information obtained from friends or those related by blood or marriage or lack of rental history may require a co-signer or an additional security deposit. Inability to contact and verify your rental history with your landlords after two attempts may result in the denial of your application.

#### **5. LIMITATIONS**

- Occupancy may not exceed two (2) people per bedroom plus an infant under the age of 2 years.
- Vehicle parking may be limited at certain properties.
- Pets are only permitted at certain properties. For insurance reasons, German Shepherds, Doberman Pinschers, Rottweilers, and Pit Bulls are strictly prohibited at all Bell properties.
- All rental units are non-smoking units; most units allow smoking on the exterior of the unit only.
- Aid or companion animals and/or modifications to the unit necessary to assist those with disabilities will be allowed. Please provide a letter from your health care professional or complete and turn in our Reasonable Accommodation form with your application. All information will be verified. Documentation must (a) be from a reliable health care professional or similar reliable source; (b) verify your condition meets the definition of ‘disability’ under the Fair Housing Act; and (c) confirms the reasonable accommodation is necessary to enable the disabled person equal opportunity to use and enjoy the housing. If the property you apply for doesn’t allow for pets, failure to provide appropriate documentation with your application will result in your application being withdrawn.

#### **6. CONVICTIONS**

Convictions or pending criminal or civil charges may be evaluated and may be cause for denial of your application as determined on a case-by-case basis, depending on the number, nature, date and severity of the crime(s) of conviction as well as additional mitigating information since that date of last conviction. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied.

#### **7. Demeanor and Behavior**

The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered and possibly be cause for denial of your application.

#### **8. ACCEPTANCE POLICY**

Once you are notified that your application has been approved, you will have 24 hours’ notice from the time of notification to pay the deposit in certified funds (money order or cashier’s check) or online via ACH transfer to reserve the unit and complete the ‘Agreement to Execute Rental Agreement’. Inability to pay the deposit within this time period will be cause to deny the application. The unit will not be considered reserved until the execution agreement has been completed and deposit paid. Bell Real Estate will contact you to schedule your signing and start your rental agreement once we know that the rental is, or will be, ‘ready to rent’. Once you are notified, the property will be held no more than seven (7) days for the approved applicant to sign the rental agreement and addendums, pay the rent and any other monies due or the application will be considered withdrawn and denied. Utilities must be transferred into the tenants name as of the day that they take possession of the property.

#### **9. OUR POLICIES**

- No verbal comments, agreements or statements will be honored or enforced unless in writing and agreed to by Bell Real Estate, Inc.
- Unless otherwise indicated, all of our units rent as a 6-month or 1 year lease that will revert to a month-to-month agreement at the end of the lease term. If you vacate before the end of the lease, you will be responsible for the balance of rent through the end of the lease or until it is re-rented. You are also responsible for the utility charges through the end of the lease or until re-rented and may also be charged advertising costs.
- Bell Real Estate, Inc. requires that all tenants maintain renters’ insurance for their personal property during their entire tenancy. Tenants are required to provide Bell Real Estate, Inc. with proof of renters’ insurance at time of move in. If all Tenants combined household income is equal to or less than 50% of area median income adjusted for family size or Premises has been subsidized with public funds, no insurance is required.
- Any detrimental/substantially false information provided or discovered during or after the application process in reference to income, credit, housing references, criminal information, demeanor or behavior may be grounds for denial of your application, cancellation and refund of the execution deposit or termination of tenancy.

- **IN ORDER TO BE PLACED IN POSITION FOR A PROPERTY, ALL INFORMATION MUST BE COMPLETED IN ACCORDANCE WITH THE APPLICATION CHECKLIST LOCATED ON THE NEXT PAGE OF THIS APPLICATION. FAILURE TO PROVIDE ALL REQUESTED INFORMATION AND FEES WHEN YOU TURN IN YOUR APPLICATION WILL RESULT IN YOUR APPLICATION BEING PLACED IN THE HOLDING FILE. DURING THIS TIME ANOTHER APPLICATION COULD BE PLACED IN POSITION AHEAD OF YOU. WE SCREEN ON A FIRST COME, FIRST SERVE BASIS. I HEREBY ACKNOWLEDGE RECEIPT OF THIS DISCLOSURE.**

\_\_\_\_\_ (Please Initial)

I authorize my current and prior landlords, employers and other references to release information requested to Bell Real Estate in order to properly screen my application. I further agree to and understand that Bell Real Estate will request a credit report and a criminal background check as part of the application screening process.

**APPLICANTS PRINTED NAME:** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK

PLEASE REVIEW THE APPLICATION CHECKLIST ON THE  
BACK SIDE OF THIS PAGE BEFORE AND AFTER  
COMPLETING YOUR APPLICATION

## **APPLICATION CHECKLIST & FEE DISCLOSURE**

To ensure that your application is processed quickly, please include all of the following with your application:

- ☐ **Application Fee** — Each adult who will be living in the unit must complete an application and pay the fee which is non-refundable once we start processing the application. Application fees must be in the form of either a money order or credit/debit card if paid in office and not paid on-line; NO CASH or CHECKS.
- ☐ **Completed application FILLED OUT ENTIRELY**
  - \_\_\_\_\_ All contact information and phone numbers
    - Employer's phone number
    - Current landlord's phone number and address
    - Previous landlord's phone number and address
    - All reference phone numbers and addresses
  - \_\_\_\_\_ Signatures and initials in all necessary places on all pages – please verify
  - \_\_\_\_\_ Current address and phone number where you can be reached
  - \_\_\_\_\_ Names and ages of **EVERYONE** who will be living in the unit
- ☐ **Two pieces of ID**
- ☐ **Two recent pay stubs or other suitable proof of income**
- ☐ **Applications from ALL roommates** (if applicable)

**If you do not meet the following criteria, you will most likely require a co-signer or a higher deposit:**

- **At least 2 years of verifiable rental history – not including family or friends**
- **At least 6 months continuous employment with the same employer**
- **Earn at least 2.5 times the amount of your rent per month**

If you require a co-signer, don't forget:

- ☐ **Co-signer application fee** (\$25.00 per co-signer)
- ☐ **Completed guarantor application**
- ☐ **Income verification from the co-signer** - This can be any of the following:
  - A pay stub
  - The front (main page) of the most recent tax return
  - A bank statement showing regular deposits in relation to the income indicated on the application (black out private info.)
  - A letter from a manager of supervisor **on company letterhead** that states that your co-signer is employed there and earns however much per month or year.

**The option of allowing for a co-signer at a property or the amount of a higher deposit is at the discretion of the owner of the property and/or Bell Real Estate, Inc.**

Once you have completed your application checklist, we should have all we need to complete your application; the sooner we have all of this information, the sooner you will be in your new home.

### **Rental Agreement Fee and Charge Disclosure:**

- Fee for late rent of \$50.00 for rents \$500 or less or 10% of stated or current monthly rent if rent is over \$500
- Return Payment Fee of \$35.00 + bank charges + **Fee for late rent** if rent is late
- Smoke Detector & Carbon Monoxide Detector Tampering Fee of \$250.00 per occurrence
- Following a written warning notice to Tenant, Landlord may charge Tenant a \$50.00 rule violation charge for a second noncompliance within one year after the prior warning notice for the same or similar noncompliance or \$50 plus 5% of the current monthly rent amount for a third or subsequent noncompliance within one year of the initial written warning. The written warning or violation charge may be for violations of any written rule or policy relating to:
  - Late payment of utility or service charge billed to the tenant by the landlord – utility bills are due within 30 days
  - Failure to clean up animal waste from a part of the premises other than the dwelling unit
  - Failure to clean up garbage, rubbish and other waste from a part of the premises other than the dwelling unit
  - Parking violations
  - Improper use of vehicles within the premises
- Following a written warning notice to Tenant, Landlord may charge Tenant a \$250.00 rule violation charge for a second noncompliance or any subsequent noncompliance within one year of issuance of the written warning for the following violations:
  - Smoking in a clearly designated nonsmoking unit or area of the premises
  - Keeping on the premises an unauthorized pet capable of causing damage to persons or property
- Violation of pet agreement or rule - \$50
- Premises carpeting is cleaned or replaced between each tenancy. Professional carpet cleaning charges will be deducted from the tenant(s) security deposit upon complete vacancy by all tenants pursuant to ORS 90.300(7)(c)(A).

I hereby acknowledge disclosure by Bell Real Estate of the possible fees and charges:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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Application fee: \$50 per individual with an additional \$25 for cosigners; 1 application per individual  
**APPLICATION FEES ARE TO BE PAID IN MONEY ORDERS, CASHIER'S CHECKS OR CREDIT/DEBIT CARD ONLY.**

Property address you are applying for: \_\_\_\_\_

Date unit wanted: \_\_\_\_\_ Total # of occupants in the unit: \_\_\_\_\_

If a cosigner is necessary, full name of cosigner: \_\_\_\_\_

### **Applicant Information**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Driver's license #/State: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

### **Rental History**

Current Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord: ☐ Relative ☐ Friend ☐ Professional LL Phone: \_\_\_\_\_

Past Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord: ☐ Relative ☐ Friend ☐ Professional LL Phone: \_\_\_\_\_

Past Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord: ☐ Relative ☐ Friend ☐ Professional LL Phone: \_\_\_\_\_

Have you had a court eviction judgement entered against you in the previous 5 years? \_\_\_\_\_

If YES, explain: \_\_\_\_\_

Have you ever forfeited your entire security deposit? \_\_\_\_\_ If YES, explain: \_\_\_\_\_

### **Employment Information**

Present Employer: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Pay: \$ \_\_\_\_\_

Other Income\*: \$ \_\_\_\_\_ Sources\*: \_\_\_\_\_

**\*You must provide verification for all sources of income. TOTAL INCOME\* \$ \_\_\_\_\_**

### **Credit Information**

Are you currently in the process of filing bankruptcy? \_\_\_\_\_ Have you ever filed bankruptcy? \_\_\_\_\_

If so, what year? \_\_\_\_\_ Is the bankruptcy discharged\*? \_\_\_\_\_ **\*You must provide verification**

Is your credit combined with another individual? \_\_\_\_\_ Name of individual: \_\_\_\_\_

### **Emergency Contact Information (in case of death of tenant or to provide access to your property):**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Full Address: \_\_\_\_\_

### **Personal References (required to provide 2)**

Name: \_\_\_\_\_ How long have you known them?: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ How long have you known them?: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Occupancy Information**Additional Occupants **over** the age of 18:

Name Age


Additional Occupants **under** the age of 18:

Name Date of Birth


**Animals** – If you have an animal and the property you are applying for allows for animals:

Do you have an animal? \_\_\_\_\_ If yes, how many? \_\_\_\_\_ Is it/are they spayed/neutered? \_\_\_\_\_

List breeds and/or describe animals? \_\_\_\_\_

Age(s): \_\_\_\_\_ Approx. weight(s): \_\_\_\_\_ Gender(s): \_\_\_\_\_

Has the animal(s) caused any property damages or injuries? \_\_\_\_\_

Do you have proof of licensing (dogs only)? \_\_\_\_\_ Animal(s) up to date on all required shots? \_\_\_\_\_

**Miscellaneous**

Do you intend you to use a waterbed or an aquarium larger than 10 gallons? \_\_\_\_\_ (insurance required)

Do you have Renter's Insurance? \_\_\_\_\_ (Required for all tenant's – proof must be given at time of signing)

Are you a full-time student at a local college, trade school or University? \_\_\_\_\_

Do you or members of your family smoke? \_\_\_\_\_ \*\*Smoking is not allowed inside of properties.

If you have you ever been convicted of a felony or misdemeanor, please explain where, when and what for: \_\_\_\_\_

**Automobiles:** Total # of vehicles: \_\_\_\_\_

Year: _____	Make: _____	Model: _____	Lic. # _____	State: _____
Year: _____	Make: _____	Model: _____	Lic. # _____	State: _____
Year: _____	Make: _____	Model: _____	Lic. # _____	State: _____
Year: _____	Make: _____	Model: _____	Lic. # _____	State: _____

I certify that the information I have submitted on this application is correct and hereby authorize Bell Real Estate, Inc. to do a credit check and criminal background check or make any inquiries deemed necessary to evaluate my tenancy. I understand that giving false or incomplete information is grounds for rejection of this application. If any information supplied on this application is later found to be false, it is grounds for termination of tenancy.

If the application is approved, applicants will have 24 hours from the time of notification to either execute a rental agreement and pay all monies required or, if the unit is not available until a future date, to make a deposit to hold the unit and sign the Agreement to Execute Rental Agreement form which will provide for forfeiture of the deposit if the applicant fails to take occupancy of the unit. If applicants fail to take the steps required above in a timely fashion, they will be deemed to have refused the unit and the next application will be processed.

Furthermore, by signing below, **I acknowledge that I have read and understand the screening process and policies of Bell Real Estate, Inc.**

Applicant Signature

Date

Bell Real Estate, Inc. adheres to the Americans with Disabilities Act, Federal Fair Housing Act and all state and local laws regarding discrimination. We do not consider race, color, national origin, religion, marital status, familial status, sexual orientation, sex, source of income, disability or age (except where the property meets the requirements of housing for older persons or those who are under the age of 18 and do not meet the requirements under ORS 109.510 and 109.697).

Please take a few moments to complete the application checklist on the previous page; it will help ensure that your application will be processed in the order in which it is received and facilitate the rental application screening process.