

Office Use Only

Property Address: _____
Date: _____ Time: _____ AM/PM Taken By: _____
Advertised **Estimated** Availability Date: _____ **Pets allowed at this unit** (Circle): Yes or No
Identification (License, Passport, etc): _____ Number of units available (same type and area): _____
Number of applications previously accepted and remaining under consideration: _____
Screening Fee Paid _____ Method of Payment _____



Centerpointe Property Management

Rental Application and Screening Criteria

PLEASE READ BEFORE YOU APPLY

Centerpointe Property Management is an Equal Housing Property Management Company. We offer an application to everyone. We review completed applications in the order in which they are received. We do not discriminate on the basis of race, color, national origin, sex, religion, marital status, source of income, familial status, handicap or disability. We do, however, consider how a prospective resident pays the rent, obey laws, handles professional relationships, treats neighbors, and takes care of the property. We will perform an investigative consumer report through which we attempt to obtain written, oral, or other communication concerning your credit-worthiness, character, general reputation, personal characteristics, mode of living, as well as verification of income and verification of other information provided on this application. We do reserve the right to make exceptions. We estimate (not a guarantee) the time required to screen a complete application to be 5-10 business days. 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, we will provide you with the name and address of the reporting agency.

Rent, Deposit, and Fee Disclosures

****Amounts listed may be subject to change before a rental agreement is signed****

Monthly Rent: _____ Security Deposit: _____ Other Deposit: _____

****Deposits may increase depending on screening and other factors. ****

Owner/Agent may charge the following:

- Late Fee for Rent: \$75
- Smoke Alarm/Carbon Monoxide Tampering Fee: \$250 per occurrence
- Dishonored Check Fee: \$35 plus any amounts charged by the bank
- Early Lease Termination Fee Equal to 1-1/2 times the rent
- Late Payment of Utility Fee: \$50
- Failure to Clean Pet Waste, Garbage, Rubbish, or Other Waste Fee: \$50
- Parking Violation or Other Improper Use of a Vehicle Fee: \$50
- Unauthorized Pet Fee: \$250
- Smoking in a Designated Non-Smoking Unit or Area Fee: \$250.00

Owner/Agent may charge non-compliance fees after giving written warning notice of the initial violation. If the non-compliance occurs within 1 year of the written warning notice a \$50 2nd violation fee may be charged. A \$50 plus 5% of current rent fee may be charged for any violations that occur after the 2nd violation.

Screening Criteria

To be placed in position for a property, all information must be completed in accordance with these instructions and the provided application checklist. Your application will not be accepted if you fail to provide all requested information and fees when you turn in your application. During this time, another application could be placed in position ahead of you. We screen on a "first come, first served" basis.

General Statements

- A completed application that is legible, verifiable, and accurate must be submitted by all potential occupants over the age of 18. Applicants that are married may fill out one combined application.
- If additional information is requested to verify income, rental history, or any other information on the applications, supporting documentation must be provided within 2 business days or may cause denial of the application.
- Each applicant must furnish a current positive government issued photo identification that allows Owner/Agent to adequately screen for criminal and/or credit history.

- There is a **\$50 per adult** non-refundable fee which covers the cost of the application and obtaining a credit report. This can be paid in the form of cash, money order, or credit card (3% fee for using a card). **NO PERSONAL CHECKS.**
- Applicants must be able to enter into a legal and binding contract.
- Lying and/or embellishing the truth on the application or hostile demeanor is immediate grounds for denial. The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered. Any detrimental information provided or discovered during or after the application process about income, credit, housing references, criminal information, demeanor, or behavior may be grounds for denial of your application. It could also be grounds for cancelation and refund of the holding deposit or termination of tenancy.
- We do not rent properties to more than two people who are unrelated.
- If more than one applicant applies to a property and one applicant is denied, the additional applicant(s) will be denied also.
- Smoking, storing, or growing marijuana (medical, edible, or otherwise) at any of our properties is prohibited.
- Proof of renter's insurance will be required when the rental agreement is signed. Renter's insurance is not required for low income renters or renters with a household income of 50% of the HUD median income for the area.

Occupancy

- Occupancy is based on the number of bedrooms in a unit.
- The general rule is two persons per bedroom + one. With exceptions for children under the age of 2 years.

Animals

- For properties that allow pets, an additional deposit of \$500 will be required per pet.
- To have an assistance animal (service, companion, or emotional support) in the rental property, a completed Reasonable Accommodation form is required to be turned in with this application.
- All dogs must be licensed with the Sheriff's department. Proof of license is required to be turned in with this application.
- All animals (including assistance) are required to be current on vaccinations and must be spayed or neutered. The animals veterinary record must be provided with this application.
- A picture of the animal is required to be turned in with this application.
- We do not accept aggressive breed dogs as pets. Pit Bull, Rottweiler, Doberman, and German Shepherds are considered aggressive breeds.
- Renter's insurance policy must include coverage for pets.

Income

- To qualify, applicants must have verifiable and legal source of income that equals at least 3 times the amount of rent.
- Three months of current consecutive paystubs are required. If three months of paystubs cannot be provided, a signed wage verification letter from the employer on company letterhead may be accepted.
- Verifiable income will be required for unemployed applicants. Verifiable income may include, but is not limited to; SSI, SSD, TANF, housing or utility assistance, grants or loans, or a bank statement showing substantial savings of at least 3x's the rent amount for 6 months.
- Applicants who are self employed must provide two years of tax returns or 3-6 months profit and loss statements.

Residence History

- Three consecutive years of residency history is required, with no gaps in dates.
- Rental history must be verifiable. If rental history is not verifiable, this could be grounds for denial or requirement of an additional deposit. If prior landlord will not give a rental reference, the tenant ledger and deposit accounting may be considered.
- A negative rental reference from a landlord could be grounds for denial or requirement of an additional deposit.
- Rental history reflecting past due rent, outstanding balance, or late payments will result in a denial.
- Residence history of living with friends or family may be grounds for denial or requirement of an additional deposit.
- Homeownership must be verifiable with no late mortgage payments.
- Debt owing from a previous tenancy during the Protected Period of April 1, 2020 to February 28, 2022 will not be considered.

Eviction

- An eviction judgment incurred in the past five years will be grounds for denial.
- Evictions for non-payment of rent during the Protected Period of April 1, 2020 to February 28, 2022 will not be considered.

Credit

- We obtain a credit report on each applicant. Negative credit alone may not disqualify you. However, an additional deposit will be required.
- Unpaid utility bills, liens, judgements, landlords, or child support will result in a denial.
- Debt to income ratio must be no more than 30%.
- Pending bankruptcies will result in a denial.

Criminal Convictions

- Criminal convictions or pending charges which may result in an application denial include but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety, or right of peaceful enjoyment of the premises of the residents, owner, or management.
- Exceptions may be made for applicants with increased deposits at the sole discretion of management.
- Owner/Agent will engage in an individual assessment of the applicant's convictions if the applicant has satisfied all other criteria AND the applicant has submitted supporting documentation prior to the public records search which may include a letter from parole or probation officer, a letter from a caseworker, therapist or counselor, certifications of treatments/rehab programs, letter from employer, and a written statement from the applicant.

RV Spaces

For Vintage Village RV and Mobile Home Spaces: Title or registration, insurance, and a picture of the RV or mobile home must be included with the application. RVs and mobile homes must have a working smoke detector – a CPM representative will need to verify this.

By signing below, applicant has read, understood, and accepts Centerpointe Property Management's screening criteria. Applicant also understands applications will be processed in the order they are received. If you are on a wait list, we will not collect the application until your application has reached first in line. Applications can be moved to another property at your request.

Applicant #1 Printed Name: _____ **Date:** _____

Applicant #1 Signature: _____

Applicant #2 Printed Name: _____ **Date:** _____

Applicant #2 Signature: _____

RENTAL APPLICATION CHECKLIST
Required Information And/ Or Documents for each adult:

- ◇ \$50 application fee **per adult** (cash, money order, or credit card with a 3% surcharge)

Identification:

- ◇ Driver's License, State Id card or Passport
- ◇ Social Security Card or second form of ID (examples include; passport, military id, work badge/id, insurance card, bank card, etc.)

Income (Must provide at least ONE of the following):

- ◇ Current Pay Stubs for Last Ninety (90) Days
 - ◇ Employment letter on a company letter head stating salary, position, and length of employment
- If self-employed*
- ◇ A letter from your CPA stating previous and projected earnings
 - ◇ W-2 Forms for Last Two (2) Years

Additional Information And/ Or Documents Required If Applicable:

- ◇ Proof of Child Support/Alimony
- ◇ Social Security and/or Other Benefit Award Letters

Pet/Aid Animal Documentation:

- ◇ Photo of the animal
- ◇ Current vaccination record with proof of spay or neutering
- ◇ Service, Emotional Support, or Companion Animal Document (reasonable accommodation form)

Requirements for Moving into A Leased Property AFTER Approval

- ◇ Approved applicants must be prepared to take possession of the property within 72 hours of the date the property is available and pay all move-in costs. A Deposit to Hold for the property must be paid within 48 hours of application approval.
- ◇ Prorated rent and sewer amount will be given when scheduled for rental/lease agreement appointment.
- ◇ All utilities must be put into Lessee's name within 24 hours of signing rental/lease agreement.

RENTAL APPLICATION

Centerpointe Property Management

508 W. Agee St. Roseburg, OR 97471 Phone: (541)672-3434 Fax: (541)672-4014

Email: office@cpm4rent.com

Applicant #1

First: _____ Middle: _____ Last: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Email: _____ Phone Number: _____

Applicant #2 (Spouse)

First: _____ Middle: _____ Last: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Email: _____ Phone Number: _____

Emergency Contact Information (Must be a person not living with you, please provide complete address.)

Name: _____ Phone: _____

Address: _____ Relation: _____

List all the names & birthdates of everyone who will occupy the premises.

1) Name: _____ Birthday: _____ Relationship: _____

2) Name: _____ Birthday: _____ Relationship: _____

3) Name: _____ Birthday: _____ Relationship: _____

4) Name: _____ Birthday: _____ Relationship: _____

5) Name: _____ Birthday: _____ Relationship: _____

6) Name: _____ Birthday: _____ Relationship: _____

List two references that are not living with you and are not listed anywhere on this application.

1) Name: _____ Phone: _____

Address: _____ Relation: _____

2) Name: _____ Phone: _____

Address: _____ Relation: _____

Pets and/or Assistance Animals (Circle): Yes or No

- 1) Name: _____ Type (Cat, Dog): _____ Breed: _____
Age: _____ Color: _____ Weight: _____
Temperament (Playful, Shy, Protective, etc): _____
- 2) Name: _____ Type (Cat, Dog): _____ Breed: _____
Age: _____ Color: _____ Weight: _____
Temperament (Playful, Shy, Protective, etc): _____

 **For assistance animals a Reasonable Accommodation Form must be included**

Vehicles

Vehicle #1

Make: _____ Model: _____ Year: _____ Color: _____
Plate Number: _____ State: _____ Circle One: Own or Finance

Vehicle #2

Make: _____ Model: _____ Year: _____ Color: _____
Plate Number: _____ State: _____ Circle One: Own or Finance

- Do you own an RV (Circle)? Yes or No Year: _____ Make: _____ Model: _____
Do you own a Mobile Home (Circle)? Yes or No Year: _____ Make: _____ Model: _____
Do you own a Boat (Circle)? Yes or No Year: _____ Make: _____ Model: _____
Do you own a Trailer (Circle)? Yes or No Year: _____ Make: _____ Model: _____

Answer the following:

Has anyone who will occupy the premises ever (Circle):

- Been Evicted? Yes or No
Sued a Landlord? Yes or No
Been Sued by a Landlord? Yes or No
Refused to Pay Rent When Due? Yes or No
Filed Bankruptcy? Yes or No

If so, when? _____

Have you Ever Been Convicted of a Crime? Yes or No

If so, please explain: _____

Answer the following:

Does anyone who will occupy the property have (Circle):

- Water filled Furniture? Yes or No
Aquarium? Yes or No
Piano/Organ? Yes or No

House Keeping/Yard Skills (Check): Meticulous Clean but comfortable Messy-not filthy Needs improvement

Do you own a vacuum cleaner (Circle)? Yes or No

Do you own a lawn mower (Circle)? Yes or No

Does anyone who will occupy the premises smoke (Circle)? Yes or No

Residence History

Provide 3 years of your most recent residence history with no gaps.

This includes parents, family, or friends if applicable.

STOP – Read before filling out this section:

It is YOUR responsibility to provide accurate contact information for all previous landlords. If we are unable to make contact to verify the information you have provided we will withdraw your application and move on to the next applicant. It is highly recommended you confirm the information you have provided is accurate and provide not only phone numbers, but email addresses and fax numbers

<hr/>				
Previous Street Address	Unit	City	State	Zip
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
<hr/>	<hr/>	<hr/>	<hr/>	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

<hr/>				
Previous Street Address	Unit	City	State	Zip
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
<hr/>	<hr/>	<hr/>	<hr/>	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

<hr/>				
Previous Street Address	Unit	City	State	Zip
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
<hr/>	<hr/>	<hr/>	<hr/>	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

If more space is needed please use a blank sheet.

Applicant #1 Employment Information (If more than one employer, include additional information on back)

Employer Name: _____ Start Date: _____

Street Address _____ City _____ State _____ Zip _____ Phone Number _____

Estimated Monthly Take Home (before taxes): _____ Position: _____

Supervisor's Name: _____ Supervisor's Title: _____

Applicant #2 (Spouse) Employment Information (If more than one employer, include additional information on back)

Employer Name: _____ Start Date: _____

Street Address _____ City _____ State _____ Zip _____ Phone Number _____

Estimated Monthly Take Home (before taxes): _____ Position: _____

Supervisor's Name: _____ Supervisor's Title: _____

Financial Information

Bank Name: _____ Name on Bank Account: _____

Account Type: _____ Current Balance: _____

Savings Bonds (Circle)? Yes or No If so, cash value: _____

Whole Life Insurance (Circle)? Yes or No If so, company: _____
cash value: _____

Do you own property (Circle)? Yes or No If so, property address: _____
Street City State Zip

current market value: _____

outstanding mortgage balance (if any): _____

HUD/Section 8 (Circle)? Yes or No Amount: _____

Food Stamps (Circle)? Yes or No Amount: _____

TANF (Circle)? Yes or No Amount: _____

VASH (Circle)? Yes or No Amount: _____

Other income not listed Yes or No
Other income may include; SSI/SSDI, child support, alimony, retirement etc.

Other Not Listed: _____ Amount: _____

Other Not Listed: _____ Amount: _____

Other Not Listed: _____ Amount: _____

**APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION AND RELEASE
OF PERSONAL INFORMATION**

I understand that TENANT DATA, APPFOLIO, INSIGHT REPORTING and/or PACIFIC SCREENING will be processing my rental application & may access my credit information from the national repositories. I authorize my references and creditors to release, to TENANT DATA, APPFOLIO, INSIGHT REPORTING and/or PACIFIC SCREENING all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically, by fax, and/or email, and request it be done in this manner whenever possible. Furthermore, I understand TENANT DATA, APPFOLIO, INSIGHT REPORTING and/or PACIFIC SCREENING has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the credit report. I further authorize TENANT DATA, APPFOLIO, and/or PACIFIC SCREENING to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Applicant hereby gives express consent to Centerpointe Property Management LLC to obtain a consumer credit report. Applicant also certifies the above information is true and correct and hereby authorizes Centerpointe Property Management LLC to make inquiries necessary as stated for the purpose of evaluation for tenancy, including but not limited to: consumer credit report, verification of information from current and previous landlords, and/or mortgage company, verification of income provided on the rental application, check of personal references, criminal background check, public records check, and any other sources of information that may be discovered during the screening process.

Please sign you have read, understood and agree with the above terms.

Dated this _____ **Day of** _____ **Year** _____

Applicant's LEGAL NAME: _____

Applicant's Signature: _____

Spouse's LEGAL NAME: _____

Spouse's Signature _____

Current Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Phone # _____