Mallard Properties

Any closer, you'd be in class!

1953 Garden Avenue
Eugene, OR 97403
P: (541) 465-3825
info@mallardproperties.net
www.mallardproperties.net

APPLICATION PROCESS & FEE DISCLOSURES

For Manager to complete: Property Address Applying for: _____
*Subject to change prior to execution of 'Agreement to Hold'. ***Move-in date** _____/_____/_____. ***Monthly Rent** $_____
***Deposit** $_____ ***Additional Deposit** $_____ Applicant's Initials:_____ Date & Time Reviewed by Applicant:___/___/___am / pm

☐ **Completed Application - Applying with a group?** ALL completed requested paperwork turned in together, including co-signers.
- ALL contact information, phone numbers, addresses are all filled out (i.e. applicant (you), employer, landlords, references)
- Signatures in all required places and pages
- List ALL other applicants' information in the group (names and ages)

☐ **Sufficient Income/Resources – if you qualify without a co-signer**, bring in the last 3 recent pay stubs and tax returns.
If you require a co-signer, you will need the following to be considered complete:
- Completed co-signer agreement
- Copy of co-signers photo identification
- Section 8 applicants need to submit their housing voucher and calculations worksheet

☐ **Identification:** Applicants must show 1 (one) piece of identification **(Driver's License, Student ID Card, or Passport)** which includes a photograph.

☐ **International Students:** Bring any one of the following acceptable proof of entitlement to reside in U.S.
- Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students
- Form I-551 Permanent Resident card, or Alien Registration Card
- Form I-668 Temporary Resident Card
- Form I-688A Employment Authorization Card
- Form I-94 Arrival-Departure record
- Go to the INTERNATIONAL AFFAIRS office in OREGON HALL RM #333 and ask for a CERTIFICATION LETTER
-

Lease Agreement Fee Disclosure: Maintenance repairs shall be billed to the tenant(s) at $50 per hour for labor plus cost of parts if necessary repair is due to the tenant(s) or tenant(s) guests' negligence or abuse. Included but not limited to windows, doors, screens, plumbing, etc. Plumbing repairs start at $60 per hour.

Renters Insurance: Mallard Properties does require renters' insurance. Additional information will be provided in the lease documents Mallard Properties is not responsible for loss or damage to Tenants' property including but not limited to damage by third parties, loss or damage, thefts, damage to vehicles, or from any cause whatsoever, except to the extent such limitation is not permitted by law.

Each Tenant is responsible for all rents and other charges due under the Lease: Tenants' security deposit may be applied to remedy any default in the performance of the terms of the Lease by Tenants (including but not limited to non-payment of rent, and all other sums owed by Tenants) and to repair damages to the Premises which are the responsibility of Tenants. If such amounts exceed the security deposit, Tenants shall be responsible jointly and severally liable for all amounts in excess of the security deposit. Any monies owed by tenants may be handed over to a collection agency, small claims court or circuit court. The cost incurred for the attempt to collect/collection will be at the tenant(s) expense, including attorney fees to the prevailing party.

SAMPLE

Mallard Properties
Any closer, you'd be in class!

1953 Garden Avenue
Eugene, OR 97403
P: (541) 465-3825
info@mallardproperties.net
www.mallardproperties.net

FEES PAYABLE BY TENANTS FOR EACH VIOLATION, in addition to any other sums due under this Lease:

- Late fee, if rent is not received by midnight, end of day, on the 4th day of the rental period: **$75.00**.
- Smoke alarm & carbon monoxide alarm tampering fee: **$250.00, per alarm per occurrence** (unless Fire Marshall issues civil penalty).
- Early termination fee (**if the tenant terminates before ending date**): **$** (1½ months' rent), or. ACTUAL DAMAGES, as determined by Mallard at our sole discretion at the time of the final accounting.
- Dishonored check fee: **$35.00, plus amount charged by the bank**. If this causes rent to be later than midnight on the 4th, a $75 late fee will be applied.
- Violation of a written pet agreement: **$50.00**.
- Failure to clean up garbage, rubbish, pet waste, service/companion/assistance animal waste, or other waste: **$50.00**.
- Parking violation or other improper use of a vehicle: **$50.00**.
- Smoking & Vaping in designated non-smoking unit or area: **$250.00, per violation**.
- Keeping unauthorized animal on the premises, including visiting animals: **$250.00, for every 48-hr. period during which animal remains**.
- Late payment of utility charges owed to the landlord: **$50.00**.

Applicant's initials: _____

APPLICATION SCREENING GUIDELINES

General: Mallard Properties does not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity. We offer application forms to everyone. The demeanor of applicant(s) during this application process will be considered. You have a right to appeal any negative determination or denial, if the right to appeal exists. We will not be held responsible for any verbal agreements, statements and/or comments until approved by Mallard Properties Management in writing. Mallard Properties enforces noise regulations. Mallard Properties has a no pet policy, unless an exception applies. We do not allow dish television systems. Mallard Properties only accepts rental payments in one form of payment for the full lump sum. **Professional Carpet cleaning, ultrasonic blind cleaning, window cleaning and general cleaning and sanitizing (not performed by tenant) will be deducted from the security deposit upon move out.**

Smoking & Marijuana Disclosure: All buildings, and grounds inside & out, are smoke-free. There is to be no illegal substance use medical or otherwise (i.e. marijuana) on site. This includes grown stored manufactured consumed or production of illegal substances.

Application Requirements: Each applicant must submit an individual application. If needed, co-signer paperwork must also be submitted at this time. Group applications are not considered complete until all parties (applicants and co-signers) information has been received. We review **completed applications** in the order in which we receive them. *

*(*All requested information is filled in or marked not applicable, signed, and dated. If co-signer needed, the completed paperwork, including signatures, must be turned in with the application to be considered complete*)

We will accept the first qualified applicant(s). We screen on a first come, first served basis. In order to be placed in line, all information must be completed. Failure to provide all requested information when you turn in your paperwork will result in your application being denied or placed in a holding file. This means another applicant could be placed in line ahead of you.

Application Policies: We verify current and previous landlords. We verify income and financial resources. We may require up to 2 (two) business days to verify information on an application. If we are unable to verify information about the application within two business days the applicant may be denied. If any incomplete, inaccurate, illegible, or falsified information is discovered, this may be grounds for rejection of the application or termination of the deposit to hold and/or execution of a lease agreement. If one application has been denied, the whole group is denied. If you paid an application screen charge, Mallard Properties shall provide you a written statement of denial within fourteen (14) days, with one or more reasons for the denial. If you have been denied you should contact us in writing to supply documents to support your claim. If your application is denied for criminal history, you may submit supplemental evidence to explain, justify, or negate the relevance of potentially negative information. Once denied, your application and/or group is no longer in line for a property. If your application has been re-instated you will be moved to the end of the line. You have a right to appeal any negative determination, if a right to appeal exists.

SAMPLE

Mallard Properties

Any closer, you'd be in class!

1953 Garden Avenue
Eugene, OR 97403
P: (541) 465-3825
info@mallardproperties.net
www.mallardproperties.net

Criminal/Public Records Check: A criminal background check will be obtained on each applicant. Any criminal charges pending that have not been dismissed (other than diversion, conditional discharge, or deferral of judgment programs), and convictions less than ten (10) years old (for acts presently illegal in this state), including but not limited to: drug-related crimes (excluding convictions bases solely on the use or possession of marijuana), a person crime, a sex offense, crime involving financial fraud, or any other crime regardless of age, or if the conduct for which the applicant was convicted is of a nature that would adversely affect the property of landlord or a tenant, or the health safety or right to peaceful enjoyment of neighbors may be a basis for denial.

Sufficient Income/Resources: Whole household income shall be at least **3** times the rent (excluding utilities). Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements. Have at least 3 months continuous employment with the same employer. If you receive living assistance as part of a financial aid package, please provide appropriate documentation. Other sources: Alimony/Child support, trust accounts, social security, unemployment, welfare, grants/loans & section 8 vouchers under the Housing Choice Program.

Prior Rental History: Rental history of **2 (two)** POSITIVE years must be verifiable from unbiased/unrelated sources (no family members). Exceptions may be made by requiring an additional deposit per person who does not meet this requirement. The amount is at the discretion of the property owner, or Mallard Properties. If you have lived in a dormitory, please include information under the Previous Address section. Applicants must provide us with the information necessary to contact past landlords. Any past due debt to former or current landlord, unless an exception applies. Eviction or action to recover possession pursuant to ORS 105 that resulted in a general judgment against the applicant within the past five (5) years, will result in the application being denied. *We reserve the right to deny an application if we are unable to verify prior rental history within (2) two business days.

Process upon Approval of Applicants: The full Security Deposit will be due upon approval in order to hold a currently occupied property for a future move in. Inability to pay the deposit within the allotted time (usually 3 business days after approval) will be cause to deny the application. The property will not be considered held until the deposit has been paid and any necessary agreement(s) have been signed by all appropriate parties. At the time the rental is deemed 'ready to rent' by Mallard Properties, it will be held no more than seven (7) days for the approved applicant to sign the lease agreement, pay the rent, and any outstanding monies due.

- The applicant(s) may be required to sign a Deposit to Hold document. This is a financial agreement that a group is coming back to sign a lease with us on an agreed upon date. If approved applicants fail to return and sign said lease, ALL paid deposit monies will be kept by the landlord. Forms of payment accepted: Cashier's check, Money order, Personal check. **NO CASH/CARDS ACCEPTED**.

Lease Signing: All applicants must sign the lease, copies of the move-in inspection, pictures, condition of premises or dwelling unit, tenant information flyer, and all other required information by law. Possession of the property will be given to the new tenants on the lease start date after paying the due rent, and submitting utility confirmation #s.
I understand I will receive copies of a move-in checklist inspection, pictures of the condition of the premises or dwelling unit, and tenant information flyer. I also understand and accept the screening criteria and fee disclosure.

_____ / / _____

Applicant Sign Name Here Date

SAMPLE

APPLICANT'S INFORMATION to RENT (Please Print Clearly)

Mallard Properties

Any closer, you'd be in class!

1953 Garden Avenue
Eugene, OR 97403
P: (541) 465-3825
info@mallardproperties.net
www.mallardproperties.net

- Have you viewed the inside of the property you are applying for? ☐ **Yes**, Date viewed: _____ ☐ **No**, I understand I'm applying without the benefit of a viewing and it may **not be available to view before lease signing**. _____ (Initial)
- Full Security Deposit is due upon applicant approval. _____ (Initial)
- If money is not received promptly, the spot will be forfeited and management will move to the next group in line. _____ (Initial)

Full legal name: (First, Middle, Last) _____
Preferred Name:_____ Preferred Gender Pronoun: _____
Cell #: ( ) _____ Birth date: _____/_____/_____ When are you graduating?_____
Driver's license # & state:_____/_____ Student ID #: _____
Email address:_____

1) Current Address: _____ Apt. #_____City _____ State _____ Zip_____
Since _____/_____/_____ to _____/_____/_____ Landlord_____ Phone_____

2) Previous Address: _____ Apt. #_____City _____ State _____ Zip_____
Since _____/_____/_____ to _____/_____/_____ Landlord_____ Phone_____

3) Previous Address: _____ Apt. #_____City _____ State _____ Zip_____
Since _____/_____/_____ to _____/_____/_____ Landlord_____ Phone_____

Do you have any judgments against you? Yes/no If yes, please list and explain on a separate sheet of paper.
How many evictions have been filed on you in the last 5 years? Yes/no If yes, please list and explain on a separate sheet of paper.
Have you broken any leases? Yes/no If yes, please list and explain on a separate sheet of paper.
Have you received any citations of any kind? Yes/no If yes, please list and explain: _____
Have you been convicted, plead guilty or no contest to a crime? Yes/no If yes, please list and explain on a separate sheet of paper.
Why are you vacating your current place of residence? _____
Have you informed your current landlord you will be moving? yes/no

---

References: Cannot be co-tenant (i.e. roommate)
Local or Emergency Contact:_____ Relationship:_____ Telephone: ( ) _____-_____

List of Other Occupants: First, Last Name, Age:_____

Personal Property: Do you own a vacuum cleaner? **Yes/no** Automobile parking may be limited at certain properties. Assigned parking space may be located at another nearby Mallard Property. All parking that may be available is **COMPACT**.

- Automobile: Make/Model:_____ Color:_____ License Plate #:_____State:____Year:_____
- Musical instruments? **yes/no** Check all that apply: ☐ Acoustic Guitar ☐ Electric Guitar ☐ Other:_____
- Do you intend to bring animals? **yes/no** If yes, do any animals require a reasonable accommodation? **yes/no** ☐ Fish tank?

Employment: Need to provide proof of income up to 3 times your portion of the monthly rent. Or, you will also need a Co-Signer and may have to pay an increased deposit. If you're in the military, please list your commanding officer's name & contact information.
☐ Full time ☐ Part time ☐ None
Employer: _____How long? _____Telephone ( ) _____-_____
Job title: _____Supervisor: _____Net pay / mo. $_____
Other income (per month) $_____Source:_____Telephone ( ) _____-_____

Why did you decide to rent with Mallard Properties?_____
Why should Mallard Properties rent to you?_____

I am aware that an incomplete application may cause delays or result in denial of tenancy. I further agree that any false information placed on this application shall be cause for me to be denied. I certify the above information is correct and complete. I hereby authorize you to make any inquiries you feel necessary to evaluate my eligibility for tenancy.

_____ _____ _____/_____/_____
Print Name Applicant Signature Date

SAMPLE