

337 NE Emerson Avenue
Bend, OR 97701
Phone: 541-382-3888
FAX: 541-598-3067
www.rentbendoregon.com

****No Smoking Allowed in ANY Home****

APPLICATION SCREENING POLICIES AND FEE DISCLOSURES

APPLICATION POLICY - We offer an application to anyone who requests one. We review completed applications in the order in which they are received. We may require 2-5 business days for processing.

APPLICATION REQUIREMENTS: ONE APPLICATION FOR EACH ADULT. We do not process incomplete applications. We accept the first qualified applicant. **Each adult applicant requires a non-refundable processing fee of \$40.00.** We require a copy of your photo identification.

PRIOR RENTAL HISTORY

- * We require three years' rental history. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least one previous landlord, we may require additional deposits.
- * **It is your responsibility** to provide us with the necessary information including phone numbers to contact references.

SUFFICIENT INCOME/RESOURCES AND EMPLOYMENT

- * Net household income should be two and a half to three times the rent amount
- * Income must be verifiable through pay stubs, employer contact, bank, or tax records
- * Other income must be verifiable through bank statements or tax records.
- * We require verifiable employment of two years.

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

- * A credit check and/or a criminal/public records check will be performed.
- * Negative reports require additional deposits and may result in denial of application
- * **SECTION 8 (Housing Works) INFORMATION ACCESS.** Housing Works applicants may be required to sign a form allowing the Housing Authority to verify information from your file.
- * *Please read your rental agreement carefully, as we take each provision of the agreement quite seriously. Our intention in providing such an agreement is to insure that our tenants are given the best housing we can provide.*

IF MOVE-IN DATE IS ON OR AFTER THE 20TH OF THE CURRENT MONTH, THE PRO-RATED AMOUNT PLUS NEXT MONTH RENT WILL BE DUE AT MOVE-IN DATE.



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Security Deposit Guidelines

*Base Deposit = Rent + \$200

*Pet Deposit is an additional \$250.00 minimum/per pet

Inadequate Credit/Rental/Employment History

*One item = Base Deposit +\$200.00

*Two items = Base Deposit + \$400.00

*All three Items = 2 x's rent + \$100.0

Non-Compliance Fee Schedule (per occurrence)

- * Late charge/fee: \$100.00
- * Dishonored check (NSF): \$32.00
- * Smoke alarm/CO alarm tampering fee: \$250.00
- * Parking violation: \$50.00
- * Failure to clean up pet waste or garbage: \$50.00
- * Unauthorized pet: \$50.00
- * Late payment of utility owed to owner: \$50.00
- * Failure to pay utilities: \$50.00
- * Unauthorized roommate: \$50.00
- * Smoking violation: \$150.00
- * Lease buyout fee/early termination--1.5 times monthly rent
- * Non-removal of satellite dish upon vacating property: \$100.00

YOUR APPLICATION MAY BE DENIED IF:

- * You misrepresent any information on the application and false information is discovered after the rental agreement is signed.
- * In the past you have been convicted of the manufacturing or distribution of a controlled substance, or any type of crime that could be considered a threat to others.
- * Previous landlords would be disinclined to rent to you for any other reason pertaining to the behavior of yourself, your pets, or other allowed persons on the property during your tenancy.
- * Previous landlords would be disinclined to rent to you again for non-payment of rent, late fees, legal costs or damage claims.
- * You, your roommate(s), your guest(s) or a family member demonstrate aggressive, obnoxious, or objectionable behavior either at a previous residence or to our staff.
- * In the last five years you have been evicted or caused substantial damage to a rental.

All properties managed by Morris Hayden Property Management are SMOKE-FREE. No smoking is allowed inside any unit. All smoking debris must be in acceptable containers outside the unit or home.

NO MEDICAL MARIJUANA MAY BE GROWN OR CONSUMED ON THE PREMISES WITHOUT THE PRIOR WRITTEN CONSENT OF THE OWNER.

ALL TENANTS ARE REQUIRED TO HAVE RENTERS INSURANCE. A COPY OF THE CERTIFICATE WILL NEED TO BE PROVIDED BEFORE OCCUPANCY.

I HAVE READ AND AGREE TO THIS STATEMENT OF POLICIES AND PROCEDURES

 Applicant Signature

 Date

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RENTAL APPLICATION

Every occupant over the age of 18 **MUST** fill out this application. Please fill this form out **COMPLETELY** and sign where indicated. Also attach a check, cash, money order or cashier's check for the \$40.00 **PER ADULT** application fee. If you have any questions, please contact us directly.

PROPERTY APPLYING FOR: _____
Tenants Desired Move-in Date: _____

PERSONAL INFORMATION				
APPLICANT	FIRST NAME	MIDDLE	LAST	SSN
	DATE OF BIRTH	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Since _____ <input type="checkbox"/> DIVORCED Since _____		DRIVERS LICENSE # STATE
	HOME PHONE -- --	ALT PHONE -- --	<input type="checkbox"/> CELL <input type="checkbox"/> WORK	

Rental History: Have you given written notice to your current Landlord? <u> </u> Yes <u> </u> No			
CURRENT HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME	
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT	LANDLORD PHONE NUMBER
PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME	
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT	LANDLORD PHONE NUMBER
PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME	
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT	LANDLORD PHONE NUMBER

EMPLOYMENT/INCOME				
APPLICANT	CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK	Current NET Income: \$ _____ ____ weekly __ bi-weekly __ monthly
	SUPERVISOR	PHONE	EXT	DATE OF HIRE:
	ADDRESS		CITY/STATE	
	PREVIOUS EMPLOYER	OCCUPATION	Previous Net Income: \$ _____ ____ weekly __ bi-weekly __ monthly	
	SUPERVISOR	PHONE	EXT	EMPLOYED FROM _____ TO: _____
	ADDRESS		CITY/STATE	
	REASON FOR LEAVING			

CREDIT/CRIMINAL HISTORY:

Have you Ever: Been Evicted? _____ Been Sued by Landlord? _____ Filed Bankruptcy? _____
 Have you ever moved owing rent or was charged for damage? _____yes _____no
 Have you ever broken a Lease? _____yes _____no
 Have you ever been sent to collections for non-payment? _____yes _____no
 Have you ever been locked out of their apartment/house by the Sheriff? _____yes _____no
 Have you been Convicted, Plead Guilty or No Contest to a Crime? _____ **If yes, please explain in a formal letter to us**

MEMBERS OF HOUSEHOLD: PLEASE LIST ALL PERSONS TO OCCUPY UNIT. INCLUDE DOB AND RELATIONSHIP

Name	DOB	Relationship	Name	DOB	Relationship
Name	DOB	Relationship	Name	DOB	Relationship
Name	DOB	Relationship	Name	DOB	Relationship

PROPOSED PET(S) (A PHOTO OF YOUR PET IS REQUIRED - ALSO WE MAY WANT TO MEET YOUR PET)

NAME	TYPE/BREED		Weight/Age
Circle One: Male or Female	Spayed or Neutered	Indoor or Outdoor	Circle One: Dog or Cat
Has Pet ever injured anyone or damaged anything ___yes ___no			
NAME	TYPE/BREED		Weight/Age
Circle One: Male or Female	Spayed or Neutered	Indoor or Outdoor	Circle One: Dog or Cat
Has Pet ever injured anyone or damaged anything ___yes ___no			
NAME	TYPE/BREED		Weight/Age
Circle One: Male or Female	Spayed or Neutered	Indoor or Outdoor	Circle One: Dog or Cat
Has Pet ever injured anyone or damaged anything ___yes ___no			

VEHICLE(S) INFORMATION

YR	Automobile: Make	MODEL/YEAR	COLOR	PLATES/STATE
YR	Automobile: Make	MODEL/YEAR	COLOR	PLATES/STATE
YR	Other Vehicles/Boats	MODEL/YEAR	COLOR	PLATES/STATE

OTHER INCOME

Amount \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	SOURCE	PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSONAL REFERENCE INFORMATION

1) Next of Kin: _____ Name Address Relationship	Telephone: _____
2) Emergency Contact: _____ Name Address Relationship	Telephone: _____
3) Personal Reference: _____ Name Address Relationship	Telephone: _____
4) Personal Reference: _____ Name Address Relationship	Telephone: _____

APPLICANT SCREENING CHARGE DISCLOSURE(S)

I understand that TENANT DATA (TDS, Inc.) will be processing my rental application and may access my credit information from the national repositories. I authorize my references and creditors to release, to TDS, Inc., all information necessary to complete said report. I further authorize my reference and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand TDS, inc., 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 TDS Inc. 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.

- 1) Morris Hayden Property Management (MHPM) may obtain a credit report, or a tenant screening report which generally consists of:
 - a) Credit history including credit standing;
 - b) Public records, including but not limited to judgments, liens, **evictions** and status of collection accounts;
 - c) Information verification;
 - d) Current obligations and credit ratings; and
 - e) Criminal records

- 2) MHPM is requiring payment of an application screening charge of \$40.00 per adult, none of which is refundable, unless MHPM does not screen the applicant. Application valid for up to two weeks from date of receipt by MHPM.

- 3) Applicant authorizes MORRIS HAYDEN PROPERTY MANAGEMENT to contact past and present landlords, employees, creditors, credit bureaus, any other sources deemed necessary to investigate applicant. I understand that if I am denied tenancy due to my credit standing, I have the right to obtain, within sixty days, a free copy of my credit report, and the right to dispute the accuracy or completeness of the report.

- 4) All information is true, accurate and complete to the best of applicant's knowledge. MHPM reserves the right to disqualify tenant if information is not as represented. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

- 5) I understand that an incomplete application may cause delays or result in denial of tenancy.

X _____
 Applicant Signature Date

HOW DID YOU HEAR ABOUT US?

Signage Newspaper Referral Website
 Walk-in Phone-in Drive-By Other



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FOR OFFICE USE ONLY: Rent \$ _____ Rent amount x 2.5 = \$ _____ Applicant's Income: \$ _____
 Qualify? Yes No Approx Move-In Date: _____
 Photo ID _____ Type: _____ Base Deposit: \$ _____ Additional Deposit Required?: \$ _____

Additional Notes: _____

Items needed:

- Application fee of \$40.00/person
- Photo ID Received
- Photo of Pet, (If applicable)
- Last 3 pay stubs
- All signatures completed?
- Landlord numbers provided?
- Date Received: _____ Time Received: _____ by Morris Hayden Property Management