

## **APPLICATION SCREENING POLICIES AND FEE DISCLOSURES**

**APPLICATION POLICY** - We offer an application to anyone who requests one. ONE APPLICATION FOR EACH ADULT WITH A NON-REFUNDABLE \$40.00 FEE. Your application WILL NOT be considered if the information is not completed in its entirety. We review completed applications in the order in which they are received. We require 2-5 business days for processing.

**The following items must be returned to be considered a complete application.**

- 1) \_\_Application with a \$40.00 non-refundable Fee
- 2) \_\_Photo ID
- 3) \_\_Last 3 pay stubs
- 4) \_\_Photo of Pet (if applicable)
- 5) \_\_Bank Statements (necessary for self-employed, unemployed, or proof of income from institutions)
- 6) \_\_All signatures
- 7) \_\_All Landlord names and numbers provided

**PRIOR RENTAL HISTORY** - We require five 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.**

**SUFFICIENT INCOME/RESOURCES AND EMPLOYMENT** - Net household income should be 2.5 times the rent. Income must be verifiable through pay stubs, employer contact, bank 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 the application.**

**YOUR APPLICATION MAY BE DENIED IF:**

- \* You, your roommate, your guest or a family member demonstrate aggressive, obnoxious, or objectionable behavior either at a previous residence or to our staff.
- \* You misrepresent any information on the application. **If false information is discovered after the rental agreement is signed, MHPM has the right to terminate your tenancy.**
- \* In the past five years 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.
- \* In the last five years you have been evicted or caused substantial damage to a rental.
- \* Your credit score is under 600

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ by Morris Hayden Property Management

All requirements received to be considered a completed application: Yes NO

**Security Deposit Guidelines**

\*Base Deposit = Rent + \$300.00  
 \*Pet Deposit is an additional \$500.00 minimum per pet  
 Undeclared pet may be grounds for termination  
 (PETS UNDER 1 YEAR OF AGE **WILL NOT** BE CONSIDERED)

**Inadequate Credit/Rental/Employment History**

\*One item = Base Deposit + \$300.00  
 \*Two items = Base Deposit + \$500.00  
 \*All three Items = 2 x's rent + \$500.00

\*Early Termination of lease fee not to exceed 1.5 times the monthly rent, or actual damages at the option of MHPM.  
**(A 30 day notice must also be given)**

**Non-Compliance Fee Schedule (per occurrence)**

Late Charge/fee	\$100
Dishonored check (NSF):	\$35
Smoke alarm and carbon monoxide alarm tampering fee:	\$250
*MHPM may charge the following non-compliance fees after first giving a written warning notice of initial violation if non-compliance occurs within one year. \$50.00 fee for 2nd violation, and \$50 plus 5% of current rent for each subsequent violation. 1) Failure to clean up pet waste, garbage, rubbish or other waste; 2) Parking violation or other improper use of vehicle.	
*MHPM may charge a fee for keeping on the premises an unauthorized pet capable of causing damage, that is not removed within 48 hours of written warning notice. Fee not to exceed \$250.00 per violation.	\$250
*MHPM may charge a fee for smoking/vaping clearly in a designated non-smoking/vaping unit or area of the premises. Fees may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning notice. <b>Fee not to exceed \$250.00 per violation.</b>	

**\*\*REDMOND PROPERTIES:**

If renting in the City of Redmond, you will receive a Water/Sewer/Trash invoice from MHPM for the actual amount. Payment must be made within 10 days to MHPM. If full payment is not made within 10 days, you will be charged a non-compliance fee of \$50.00 per occurrence and grounds for termination will apply.

- \* All properties managed by Morris Hayden Property Management are **SMOKE/VAPING-FREE**. Smoking/Vaping of ANY kind is NOT allowed inside the house or garage of any unit.
- \* **NO MEDICAL MARIJUANA MAY BE GROWN OR CONSUMED ON THE PREMISES.**
- \* All Tenants are required to obtain or maintain renters liability insurance of **\$100,000 minimum** unless the household income of the tenant is equal to or less than 50 percent of the area median income, adjusted for family size as measured up to a five-person family, as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development. Morris Hayden Property Management is to be listed as an **"Interested Party"**. **A copy of the certificate will need to be provided before occupancy.**
- \* If your move-in date is on or after the 20th of the current month, the pro-rated amount plus the next months rent will be due at the MOVE-IN signing date.
- \* **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.**

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

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PROPERTY APPLYING FOR:** \_\_\_\_\_

Desired Move in Date: \_\_\_\_\_

Move in date to be within 7 days from approval of this application or 7 days after the home is available or sooner.

**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		E-MAIL

**Rental History: Have you given written notice to your current Landlord?**     Yes     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	HOURS/WEEK	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? \_\_\_\_\_ If so, date: \_\_\_\_\_  
 Have you ever moved owing rent or were charged for damages? \_\_\_\_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 by the Sheriff? \_\_\_\_yes \_\_\_\_no  
 Have you been Convicted, Plead Guilty or No Contest to a Crime? \_\_\_\_\_yes \_\_\_\_\_no  
 If yes, please explain in a formal letter to our office.

**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: (A PHOTO OF YOUR PET, COPY OF LICENSING AND VACCINATION RECORDS ARE REQUIRED - ALSO, WE MAY WANT TO MEET YOUR PET)**

<b>NAME</b>	<b>TYPE/BREED</b>	<b>Weight/Age</b>
Circle One: Male or Female	Indoor or Outdoor	Circle One: Dog or Cat

Has Pet ever injured anyone or damaged anything \_\_\_yes \_\_\_no

<b>NAME</b>	<b>TYPE/BREED</b>	<b>Weight/Age</b>
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

<b>NAME</b>	<b>TYPE/BREED</b>	<b>Weight/Age</b>
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 INFORMATION**

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

Amount \$ _____	SOURCE	PROOF OF INCOME
How Often do you receive this income: _____		<input type="checkbox"/> YES <input type="checkbox"/> NO

**EMERGENCY CONTACT INFORMATION**

1) Next of Kin: _____	Name	Address	Relationship	Telephone
2) Emergency Contact: _____	Name	Address	Relationship	Telephone

## APPLICANT SCREENING CHARGE DISCLOSURE

I understand that Tenant Data or Rent Bureau Data through Appfolio 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.
- 6) I have viewed the inside of the property I am applying for on Date: \_\_\_\_\_
- 7) Do you smoke?  yes  no

X \_\_\_\_\_  
Applicant Signature Date

**FOR OFFICE USE ONLY:** Rent \$ \_\_\_\_\_ Rent amount x 2.5 = \$ \_\_\_\_\_ Applicant's Income: \$ \_\_\_\_\_

Qualify? Yes No      Approx Move-In Date: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

NOTE: If we call to inform you to pick up your application refund and you do not show within 10 days from calling, your \$40.00 application fee will be considered forfeited and non-refundable.

*Morris Hayden*  
PROPERTY MANAGEMENT



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