

What you need to include when applying

1. **Copy of your driver's license or state issued id card.**
2. **Copy of your Social Security card.**
3. **Photo of your pet, if applicable.**
4. **Proof of income (pay stubs, tax forms, pay scale form from employer, award letter etc).**
5. **Any written rental references that you may have.**
6. **If you owned a home in lieu of rental history, a copy of your deed (you can get it from any local title company).**
7. **\$25 application fee for each applicant.**

Have you personally been inside the property to see if it will work for you and your situation?

We can accept your application and keep it on file but until the property that you are applying for is vacant we are unable to process it.

APPLICANT SCREENING POLICIES Thank you for considering Pioneer Property Management for your rental needs. We hope we can assist you in finding a rental; the following items will be followed for the screening process. If any applicant fails to pass any step the process, all applicants may be terminated and the application denied

A. Please fill out the application completely. All applicants must provide accurate landlord and other phone numbers; occupancy shall be limited to two people per bedroom. Anyone over 18 years of age must be listed as an applicant and sign an application. A non-refundable move-in fee will be charged. This fee is to defray the costs of turnovers (i.e. lease initiation, data entry, mailings, accounting/clerical costs, tenancy inspections, advertising, etc.) Legibility is a must, or applications will not be processed.

B. Applicants that have not lived together/have references together and/or worked in the area for at least 6 months shall. 1. Pay an additional deposit. 2. Other (deposit and co-signer)

C. Cosigner: Co-signer must also own property in Oregon.

D. Demeanor: Applicant's demeanor (attitude and behavior) during the screening process will be considered.

E. Income: The income shall be three times the stated monthly rent. Applicant/s shall provide verification of source, stability and amount of income. Acceptable items for proof of income shall be pay stubs or tax returns.

F. References: All previous and current landlord references and personal references must be correct and verifiable. We will make up to three attempts to verify your references. Any negative reference may result in application denial.

G. Judgments/Collections: The landlord will conduct a search of civil court records for each applicant. Applications may be denied for FEDs, convictions, unsatisfied judgments, misdemeanors or felony convictions.

H. Credit Check: A credit check may be run. Pioneer Property Management may factor in credit worthiness as associated with payment history in determining prospective tenants risk assessment.

Any information provided (verbal or written) that is incomplete, inaccurate, negative, unverifiable, or falsified shall be grounds for the denial of the application or subsequent termination of tenancy. Applicants may be liable for any loss or damages resulting from false information.

Application

What property are you applying for?: _____

Do you have the funds to move in? (example) Rent _____ + Deposit _____ + Move in fee _____ = _____ (Yes/ No)

PERSONAL INFORMATION: please include a copy of a state issued ID or driver's license and SS card.

Full Name (including middle and maiden if applicable): _____

Email address: _____ SS#: _____ Birth Date: _____

Driver's License & State: _____ Telephone: _____

PREVIOUS RENTAL REFERENCES: If your references are related to you, or if your references are insufficient you may be required to provide additional security deposit.

Present Address: _____ City, State, Zip: _____

From: _____ to: _____ Why are you moving? _____ Rent: _____

Current Landlord: _____ (Are you related?) _____ Telephone: _____

Previous Address: _____ City, State, Zip: _____

From _____ to _____ Why did you move? _____ Rent: _____

Previous Landlord: _____ (Are you related?) _____ Telephone: _____

Previous Address: _____ City, State, Zip: _____

From _____ to _____ Why did you move? _____ Rent: _____

Previous Landlord _____ (Are you related?) _____ Telephone: _____

Have you ever: been evicted? Please circle one Yes No; been sued by Landlord? Yes No; Filed Bankruptcy Yes No; been convicted, pleaded guilty, or no contest to a crime Yes No; if yes to any of these, please explain: _____

EMPLOYMENT: you must provide copies of any pay stubs and or other income, if applicable.

Job 1 Employer: _____ How long? _____ Supervisor: _____

Telephone: _____ Job Title: _____ Take home pay (monthly): _____ Full/part time? _____

Job 2 Employer: _____ How long? _____ Supervisor: _____

Telephone: _____ Job Title: _____ Take home pay (monthly): _____ Full/part time? _____

How would you rate your credit? **Poor Fair Good Excellent** What is your credit score? _____

VEHICLES: please include all vehicles that will be parked at or near the residence.

1. _____
 Year/Make _____ License number _____ Color & Description _____

2. _____
 Year/Make _____ License number _____ Color & Description _____

BANK:

Name: _____ Bank account number: _____

EMERGENCY CONTACT:

Name: _____ Phone: _____ Relation to you?: _____
 Address: _____ City, State: _____

PET: Tenants that have pets will be required to provide an additional pet deposit, please provide a photo of pets; if you do not have a camera we can take the photo for you. Some breeds will not be accepted.

Type: _____ Size: _____ Weight: _____ Picture attached: _____
 Has Pet ever injured anyone or damaged anything? ► Yes ► No? (please circle)

Type: _____ Size: _____ Weight: _____ Picture attached: _____
 Has Pet ever injured anyone or damaged anything? ► Yes ► No? (please circle)

MEMBERS OF THE HOUSEHOLD:

For purposes of identification only, please list names and dates of birth of other persons to occupy unit, those persons who are 18 years or older will be required to fill out a separate application:

Name: _____ DOB: _____ Name: _____ DOB: _____

Name: _____ DOB: _____ Name: _____ DOB: _____

APPLICANT SCREENING: Please read the following and return to PPM INC

1. PPM INC may obtain a tenant screening or credit report which generally consists of
 - Credit history including credit standing
 - Public records, including but not limited to judgments, liens, evictions and status of collection accounts:
 - Information verification:
 - Employment verification
 - Current obligations and credit ratings; and criminal records.
2. At the time of application all tenants 18 years of age and older shall provide two pieces of identification, one of which shall be a picture state or federal id.
3. At the time of application, it shall be the obligation of the tenant(s) to provide proof of income through tax returns, pay stubs and or other financial data showing stable income. Stability of the source of income may be considered for the past 5 years.
4. Housing and utilities shall not exceed 35% of the total combined income of the tenants including credit cards. Low income and assisted living tenants will be given "reasonable accommodation" in the application process. Income to debt shall not exceed 50% of the total income excluding credit cards.
5. Housing references shall be provided for the past five years. Any references which are relatives or tenants that are apply as a group will not be accepted without increased security deposit or a co signer.
6. Arrests and or convictions will be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.
7. The behavior and demeanor of applicants during the application process will be considered and shall be grounds for denial.
8. Any incomplete, illegible, inaccurate, or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.
9. Once an application is approved, the applicant is given 24hrs to sign contracts and or obtain a reservation deposit.
10. Applicants, who apply as a group, may be required to have previous references with the group as applied and each have their own security deposit.
11. If you have incomplete/bad rental history or little or no references you will be required to deposit additional security deposit and or a co signer.

I understand I have the right to dispute the accuracy of any information provided to the Pioneer Property Management by a screening service or credit reporting agency. I am aware that any incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize Pioneer Property Management to make any inquiries you feel necessary to evaluate my tenancy and credit standing and to hold Pioneer Property Management for any results of this inquiry.

 Applicant (signature)

 Date

 Applicant (printed name)