



DEPOSIT TO HOLD & FEE STRUCTURE

Resident's Name(s): _____

Property Address: _____ Unit: _____ Home: _____

City: _____ Oregon, Zip: _____ Cell: _____

RENT/DEPOSIT/FEEs

Rent to be \$ _____ per month commencing ____/____/____, payable in advance. Owner/Agent has received the sum of \$ _____, which will be applied to the amounts due at move-in. Upon moving in, Applicant will have to pay rent \$ _____ and deposit of \$ _____.

In Addition, the Owner/Agent may charge the following noncompliance fees:

- Late charge of \$ **100.00**
- Smoke alarm and carbon monoxide alarm tampering fee of \$ **250.00**.
- Dishonored check fee of \$ **55.00**.
- Nonpayment of utility fee of **33%**.
- Failure to clean up pet waste, garbage, rubbish, or other waste fee of \$ **50.00**.
- Parking violation or improper use of vehicle fee of \$ **50.00**.
- Early termination of a lease fee of one and one half times the monthly rent.

This will be a month-to-month tenancy unless [] checked, in which event the tenancy will end on ____/____/____.

AGREEMENT

It is agreed that the tenant shall pay balance of monies due by the date the property is to be occupied, and sign move-in papers and rental contract. It is further agreed that the property will be occupied by the following persons.

Owner/Agent is charging this deposit for the purpose of securing the execution of a rental agreement, after having approved the application and prior to entering into a rental agreement. If a rental agreement is executed, the owner/agent shall apply the deposit toward the monies due under the rental agreement. If a rental agreement is not executed due to failure by the applicant to comply with this agreement, the owner/agent will retain the deposit. If a rental agreement is not executed due to a failure by the owner/agent to comply with this agreement within seven (7) days the owner/agent shall return the deposit to the applicant either at the place of business or by mailing the deposit by First Class mail to the applicant. Proof of timely compliance with this requirement shall include a postmark.

Accepted and agreed to:

Date: _____
Owner/Agent

Date: _____
Applicant

Date: _____
Applicant



Application and Screening Guidelines

Thank you for applying with Partners Property Management! We look forward to building a relationship with you. Please complete the entire application and return to our office with your **\$50** non-refundable application screening charge in a money order or certified check for each applicant 18 years of age and older.

Application Process

- We offer application forms to everyone who inquires about a rental
- We review completed applications in the order in which we receive them
 - Submitting an application only **DOES NOT** remove the home from the rental market. In order to take the home off the market, a minimum of half the security deposit should be presented with the completed application & deposit to hold form
- Our process to review applications for approval can take 1-3 business days
- Any applicant that does not meet the minimum guidelines listed below or is unable to verify information provided in the application may be subject to an increase of security deposit or denial of application.

General Requirements

- Positive identification with a picture ID
- Applicants must be able to enter a legal and binding contract
- Inaccurate, incomplete or falsified information may be grounds for denial

Employment & Income Requirements

- Monthly household income must equal 2 ½ times the stated rent or proof of savings / investments / retirement. Any savings / investments / retirement that is used to cover monthly rental payments must provide for at least 1 year of rental payments.
- A current paycheck stub or copies of your last 3 months bank statements. In some circumstances, tax returns or proof of other sources of income may be required.
- We may also verify length of time with current employer.

Rental Requirements

- One year of verifiable rental history from a current third party landlord is required. Verifications from friends and family members are not acceptable.
~or~
- 1 year of positive reporting towards a mortgage
- No unlawful detainers or evictions
- Rental history reflecting a positive referral with no outstanding balances

🏠 61510 South Highway 97 * Bend, Oregon 97702 * (541) 389-4149 * (541) 322-3081 –Facsimile
2326 SW Glacier Pl. * Redmond, Oregon 97756 * (541) 504-5900 * (541) 504-0487- Facsimile
bend@partnerspropertymgmt.com * redmond@partnerspropertymgmt.com
www.partnerspropertymgmt.com



Application and Screening Guidelines

Credit Requirements

- A consumer credit report will be obtained
 - Outstanding or past due debt, slow pay, collections, bankruptcies, repossessions, liens, judgments, and wage garnishments may require an additional deposit or may result in the denial of your application

Criminal Convictions

- A national search of public records will be performed
 - Any conviction(s) for any felony or misdemeanor may result in an increased deposit or denial of application
- Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacturing or distribution of a controlled substance may be grounds for denial.
- Any individual who may constitute a direct threat to the health and safety of an individual, the complex or the property of others may be denied.

Pet Policy

- Approvals to allow a pet in the dwelling must be accompanied by a \$400.00 additional deposit per pet and a meet & greet with a Partners representative. Applicants must receive approval from Partners Property Management in advance to have a pet in the dwelling. Some of our rental dwellings accept pets, others do not. Please ask one of the Partners Property Management Agents for clarification and approval on your rental dwelling.

Increased Deposits

- Any applicant that does not meet the minimum guidelines listed above or is unable to verify information provided in the application may be subject to an increase of security deposit or denial of application.

Medical Marijuana use is not accepted

- Partners Property Management & Sales does not intentionally rent to individuals who grow or use medical marijuana. The Oregon Supreme Court has ruled that the Federal Controlled Substances Act preempts the Oregon Medical Marijuana Act's authorization of the use of medical marijuana. A prospective tenant or tenant's use of medical marijuana is not protected under federal or state fair housing. Non-disclosure of use of medical marijuana is a violation of our policy.

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Application and Screening Guidelines

I am applying for the home located at: _____

Name: _____ Social Security #: _____

Primary phone number: _____ Secondary phone number: _____

Drivers License #: _____ State Issued: _____ Date of Birth: _____

EMAIL ADDRESS: _____

Current Address: _____

Landlords Name & Phone #: _____

Reason for moving _____ Rent Amount\$ _____

Current Financial Institution: _____

Account Number: _____ Type of Account: _____

Employment & Income Requirements

Current Employer: _____ Start date: _____

Employer Address: _____ Monthly Income: _____

Telephone #: _____ **(please attach copies of your paystubs)**

Other Income: _____

Source: _____ Amount: _____

Previous addresses (at least 5 years including current residence)

<u>Address</u>	<u>Dates in Residence</u>	<u>Landlords Name & Phone #</u>	<u>Rental Amount</u>

Have you ever been evicted? _____

FED Hearing? _____

Landlord/Tenant Mediation? _____

Criminal Convictions

Have you ever been convicted of a crime? _____

Please define the crime, charge and situation. _____

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Application and Screening Guidelines

Who will reside in the home with you if you are approved? (Name & age)

Who is your emergency contact? (Must be someone not living in the home)

Name: _____ Phone # _____
 Address: _____

Do you own any of the things listed below, please complete the information.

	Yes or No	Type/Breed	Description (i.e. age, color)
Dog			
Cat			
Bird			
Reptile			
Rodent			
Other Animal			
Waterbed			
Fish tank			

<u>Vehicles</u>	<u>Make & Model</u>	<u>Color & Year</u>	<u>License Plate #</u>

This applicant is applying for residency with Partners Property Management & Sales. The applicant agrees to allow Partners Property Management or an agent for Partners Property Management to verify all information listed above on the application and any other information deemed necessary to approve or deny the application. Verification will include, but is not limited to; credit history standing, judgments, liens, evictions, unlawful detainers, collections, criminal and drug history, verification of employment and rental history. Applicant agrees to pay Partners Property Management a non-refundable \$50.00 to process and verify applications.

I understand my right to dispute the accuracy of any information provided to Partners Property Management. I understand that an incomplete or inaccurate application may cause delays or result in a denial of residency. I certify that all information is true and accurate to the best of my knowledge and hereby authorize Partners Property Management or their agent to verify and evaluate my residency, employment, credit, and criminal history. I have read Partners Property Management's application screening guidelines and understand that completing this application does not guarantee residency.

Applicant signature

Date

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