

WHAT TO BRING IN WITH APPLICATION
For all people applying that are 18 years & older

1) MONEY ORDER OR CASHIER'S CHECK - Made out to 221 Property Services, Inc. - \$40.00 (EFFECTIVE 1/1/20) PER EACH PERSON APPLYING THAT IS 18 YEARS OR OLDER.

2) DRIVER'S LICENSE OR STATE ISSUED PHOTO I.D. CARD.
IF YOU BRING IN A COPY, PLEASE MAKE SURE TO COPY THE FRONT & BACK, AS YOUR SIGNATURE MAY BE ON THE BACK.

3) SOCIAL SECURITY CARD OR COPY OF A FILED TAX RETURN THAT SHOWS NAME & SOCIAL SECURITY NUMBER.

4) 2 CURRENT PAYCHECK STUBS (THAT SHOW YEAR TO DATE EARNINGS) OR IF INCOME IS DIRECT DEPOSITED - 2 CURRENT BANK STATEMENTS THAT SHOW THE DEPOSIT.

SELF-EMPLOYED: WE NEED 6 MONTHS OF BANK STATEMENTS SHOWING YOUR NAME AND DEPOSIT AMOUNTS FOR THE MONTH.

5) If you have a pet/s - you need to provide a picture AND a copy of the most recent paperwork showing that the pet/s have current shots (Rabies, etc.), also stating their breed, age, weight, name, etc.

Rev. 1/20

STANDARD APPLICATION: 221 Property Services, Inc.

(303 NW "E" Street/Grants Pass, OR 97526/541-474-2881/541-479-1920 fax)

*A \$40.00 per applicant non-refundable application screening charge is required and is payable (money order or cashiers check only) upon submitting application.

Applicant _____ Co-applicant _____

Current Address _____ City _____ State _____ Zip _____

From ___/___/___ To ___/___/___ Rent \$ _____ Landlord Name _____ Phone # _____

Prior Address #2 _____ City _____ State _____ Zip _____

From ___/___/___ To ___/___/___ Rent \$ _____ Landlord Name _____ Phone # _____

Prior Address #3 _____ City _____ State _____ Zip _____

From ___/___/___ To ___/___/___ Rent \$ _____ Landlord Name _____ Phone # _____

Applicant DOB: ___/___/___ SS# ___/___/___ Co-Applicant DOB: ___/___/___ SS# ___/___/___

Applicant Occupation _____ Employer _____ Phone # _____ Since _____

Co-Applicant Occupation _____ Employer _____ Phone # _____ Since _____

Applicant Gross Pay \$ _____/mo Co-Applicant Gross Pay \$ _____/mo Other Income \$ _____/mo. Type _____

Have you ever been evicted? _____ When? _____ Reason _____

Have you ever filed bankruptcy? _____ When? _____ Personal? _____ Business? _____

Have you ever been charged with a criminal offense? _____ When? _____ For What? _____

Have you every been convicted of a felony? _____ When? _____ For What? _____

Have you ever received deferred adjudication for a crime? _____ When? _____

CREDIT REFERENCES: Bank _____ Branch _____ Checking# _____ Savings# _____

List monthly payments (Car payment, Les Schwab (ie), Credit Cards, etc.) & monthly payment amount _____

Do you hold an Oregon Medical Marijuana card? _____ Do you intend on growing medical marijuana on the premises? _____

Any applicant active military? _____ Any applicant a dependent of active military personnel? _____

Emergency Contact Name _____ Address _____ Phone _____

Which relative or friend will be able to help you should you have financial problems in the future?

Name _____ Address _____ Phone _____

Name of Physician _____ Attorney _____

PERSONAL REFERENCE

(different than Emer.#) Name _____ Address _____ Phone _____

AUTOMOBILES: How many parking spaces are needed? _____

Make/Model/Color _____ Year _____ License# _____ State _____

Make/Model/Color _____ Year _____ License# _____ State _____

Other Vehicles/Boats/RV's _____

PETS/ANIMALS- (This includes, birds, snakes, hamsters, etc.) If "NO" pets please write NO on line. Please note whether in, out or both
Type _____ Breed _____ Age _____ Size/Weight _____ Color _____ Name _____ In _____ Out _____ Both _____
Type _____ Breed _____ Age _____ Size/Weight _____ Color _____ Name _____ In _____ Out _____ Both _____

****(List any additional pets on back of this application)

Has any pet bitten or damaged any person/property? YES _____ NO _____ If so, explain _____

Name of everyone to occupy residence (Please list birth dates of all residents - An application is required for everyone 18 years or older)

(Answer Yes or NO) Do you own a waterbed? _____ Piano/Organ? _____ Aquarium? _____ Do you have renters insurance?*

*all renters are required to have their own renters insurance- the owner does not provide insurance for you.

Does anyone in your household smoke cigarettes/marijuana/vape/e-cig? _____ Inside? _____ Outside? _____

I/We certify the information on this application is correct and hereby authorize inquires you feel necessary for rental consideration and also for Future collection purposes if that becomes necessary. I/We also understand that my references will be checked including, but not limited to, Landlord(s) & employer(s). I/We also understand that a credit report will be accessed by 221 Property Services, Inc. from Straight Arrow Screening, a credit reporting service and also a criminal background check.

I/We understand that poor credit, references, criminal history or any false information on this application will be reason for Denial of this application or grounds for eviction if discovered after a rental agreement has been executed. I/We also understand that all questions must be answered for rental consideration.

I/We have read the policies written on the back of this application _____ (Initial) Applicant & Co-Applicant

and I/We have seen the interior of the property _____ (Initial). Applicant & Co-Applicant

(Rev. 1/20)

APPLICANT SIGNATURE _____ E-MAIL ADDRESS _____

CO-APPLICANT SIGNATURE _____ E-MAIL ADDRESS _____

Applicant Phone # _____ Co-Applicant Phone # _____

REFERRED BY: Friend _____ Newspaper _____ 221 Listing _____ Chamber of Commerce _____ Drive-by _____ Other _____

FOR OFFICE USE ONLY Date received _____ Time _____ Fee Paid? _____ Property _____

Unit Allows Pets? _____ Smoking? _____ # of Occupants Allowed? _____ Any Missing Info on App? _____ Copies of DL/SS/Pay? _____

POLICIES

ALL AGREEMENTS WILL HAVE AN INITIAL TERM OF 6+ MONTHS AND THE CONVERT TO A MONTH TO MONTH AGREEMENT.

GROWING OF MEDICAL MARIJUANA IS NOT ALLOWED AT ANY OF OUR RENTAL PROPERTIES.

AFTER VIEWING THE INTERIOR OF A RESIDENCE, IF YOU WISH TO APPLY FOR THAT RESIDENCE, YOU MUST:

- 1) Complete the application packet provided by this office. Each person 18 years old or older must submit an application along with showing "2 forms of identification" - one form must be a Government/State issued picture ID (Driver's License, state issued photo I.D. card) and your Social Security Card or Tax return. You must also provide 1 month's worth of current paycheck stubs or two (2) current bank statements if your income is direct deposited (Social Security, retirement, etc.) Your income must be equal to three times the amount of the rent based on gross OR equal to two times the amount of rent based on gross if social security.
- 2) Along with the application(s), you must submit a \$40.00 (PER APPLICANT) application screening charge. This charge must be paid by money order or cashier's check and will not be refunded once the screening process has begun.
- 3) If the rental allows a pet/s you **MUST** provide a picture of pet, copy of paperwork from a veterinarian that states the pet/s is/are current with rabies shots, etc. & listing breed, age, weight & name of pet/s.

PROCESSING YOUR APPLICATION

- 1) The average time for processing an application is 48-72 hours. This time may vary depending on the availability of your references.
- 2) The first step in processing your application is to run a credit check with Straight Arrow Screening. If your credit report is **NOT** favorable (poor credit), your application may be denied. If you wish to contact Straight Arrow Screening for a copy of the information provided to us, they can be reached by phone at 1-877-542-8966 or by mail at Straight Arrow Screening, PO Drawer 2470, McKinney, TX 75070.
- 3) If you have an acceptable credit history, we will then verify your landlord references - "past and present". If you are using a relative as a reference, you must have cancelled checks showing proof of rent payment. If you own/sold your home, you will need to bring in a statement from your bank/mortgage company showing that your payments have been timely. Your application may be turned down should any reference(s) be negative. Please provide the last (3) years of rental/living history.
- 4) If your references are acceptable, we will verify your income (your income must be at least three times -based on gross- the rent of the unit you are applying for) OR your income must be at least two times - based on gross - the rent of unit you are applying for if strictly social security. If you are self-employed provide 6 mos. bank statements with your name & monthly deposit amounts. **All income must be verifiable. Please provide 1 months worth of most recent paycheck stubs, etc.**
- 5) If your application has been cleared to this point, a national criminal background check will be run. If you have had a felony in the last 5 years your application will be denied.
- 6) All information verified from your application will be considered. **Applicant acknowledges that an additional security deposit may be required.**
- 7) Any criminal history or false information noted on your application, or lack of pertinent information shall be grounds for denial.
- 8) If your demeanor-your manners-at any point during the application process is overly aggressive, confrontational, rude or unprofessional we may deny your application.

IF YOUR APPLICATION IS DENIED, you will be notified at the # listed on your application. The application charge is non-refundable.

IF YOUR APPLICATION IS APPROVED, you will be notified at the number listed on your application. If 221 Property Services, Inc. is unable to reach you at the number listed on your application within 24-48 hours of submittal, it will become the responsibility of the applicant to reach 221 Property Services, Inc. Once 24 hours has lapsed 221 Property Services, Inc. may continue to market the unit as available and will process the next applicant for the property in the number one position.

You will need to execute a Deposit to Hold Agreement within 24 hours of notification, that you have been approved, and will submit a deposit equal to one to two months rent, which shall insure your execution of the rental agreement (**BY MONEY ORDER ONLY**). If you do not complete the Rental Agreement as set forth in the Deposit to Hold Agreement, your deposit money will be forfeited. When the Rental Agreement is executed, this deposit money shall be applied to monies owed, as noted on the Deposit to Hold Agreement.

INSURANCE: Occupant(s) are required to provide us proof of renter's insurance (copy of said insurance policy) with a minimum of \$100,000.00 liability & 221 listed as an interested party. If your application is approved you **MUST** provide us with a copy of your renter's insurance policy when you come into 221 to sign your lease/rental agreement. Occupant(s) must maintain their own fire & theft insurance for their personal property & liability coverage for damage caused by them or their guest's negligence. (There are exceptions based on income in accordance with ORS 90.222) **INSURANCE EXCEPTIONS:** If the household income of the tenant/s is equal to or less than 50% of the area median income, adjusted for family size as measured up to a five-person family, as determined by the State Housing based on information from the United States Department of Housing & Urban Development or if the tenant/s dwelling has been subsidized with public funds.

MAXIMUM OCCUPANCY: There is a maximum of two (2) occupants per bedroom, plus 1 extra total.

221 Property Services, Inc. RESIDENTIAL RENTAL AGREEMENT DISCLOSURE

(To accompany the rental application) There is \$40.00 application charge per applicant that is 18 years old or older.

If monthly rent is not in our office by 11:59 PM on the 4th day of the month, there will be a \$100.00 late fee, all of which must be paid in guaranteed funds, i.e. money order or cashier's check only.

If it is necessary to post a 72-hour notice for non-payment of rent the \$100.00 late fee will apply & must be paid in guaranteed funds, i.e. money order or cashier's check only.

If there is a payment returned to 221 for any reason, there will be a \$37.50 NSF fee & a \$100.00 late fee, all of which must be paid in guaranteed funds (money order or cashier's check only). If 221 receives TWO (2) returned payments, then all future payments must be paid in guaranteed funds, i.e. money order or cashier's check only.

If it becomes necessary to file for eviction there will be a \$100.00 fee assessed to the tenant for each trip that is taken to the courthouse for the duration of the process (in addition to any other court and/or attorney fees).

NON-COMPLIANCE FEES: (Including but not limited to the following (any violation of the terms of the lease/rental agreement: Failure of the tenant/s to sign up for utilities effective upon signing this agreement, per utility per billing cycle. Failure of the tenant/s to keep utilities in their name/s during your tenancy and if a utility is shut off due to non-payment. Unauthorized person/s living at the residence, Parking violations, Failure of the tenants to pick up & dispose of "Pet Waste" on a daily basis, Improper use of vehicles on the rental property & Smoking violation at a non-smoking property. Failure of the tenant/s to maintain renter's insurance during the duration of your tenancy (in accordance with ORS 90.222).

If there is a violation of the above mentioned items or any violations of the lease/rental agreement - tenant/s will be give a written warning notice of the initial non-compliance violation which includes the \$50.00 non-compliance fee if the same or similar violation occurs within one year of initial warning notice, we will assess the \$50.00 non-compliance fee for a second or similar violation, and a \$50.00 non-compliance fee plus 5% of the current rent amount for subsequent same or similar violations.

UNAUTHORIZED PET/S: The 2nd non-compliance fee is \$50.00. Subsequent non-compliance fee during tenancy is \$250.00 (ORS 90.302 (3) (a) (A). Unauthorized pet fees will be imposed 48 hours after warning notice is delivered to tenant/s.

No dogs, cats, reptiles, birds, hamsters, etc. or aquariums, water beds, pianos, organs, pools, trampolines, tree houses, jungle gyms, operating/driving of motorized vehicles on the rental property such as but NOT limited to: motorcycles, dirt bikes, ATV's, quads, etc. are NOT allowed without the written consent of the owner/agent (may require proof of insurance if allowed). Pets may NOT be added or replaced without the written approval from 221. Tenant accepts responsibility for any and all damages caused by pet(s).

CARPET CLEANING: charges will be deducted from your security deposit upon vacating the rental (price varies dependent upon size of carpeted areas).

RENTER'S INSURANCE EXCEPTIONS: If the household income of the tenant/s is equal to or less than 50% 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 or if the tenant/s dwelling unit has been subsidized with public funds.

SMOKING IN A CLEARLY DESIGNATED NON-SMOKING UNIT OR AREA OF THE PREMISES: The 2nd (second) non-compliance fee is \$50.00. The fee for the 3rd (third) and subsequent non-compliance fee during tenancy is \$250.00 (ORS 90.302 (3) (a) (A). Smoking violation fee will be imposed after 24 hours of the warning notice delivered to tenants.

If smoke detectors and/or carbon monoxide detectors are tampered with removed or made inoperable, there will be a fine levied of \$250.00 per each occurrence as determined by 221.

Tenant will be charged a lock-out fee of \$68.00 plus fuel charge if 221 has to unlock resident's door during normal business hours. If the lock-out is after hours (after 5:00 PM), weekends or holidays the charge will be \$90.00 plus fuel charge.

\$5.00 fee per cigarette butt found/present on the property during any inspection of rental property at any time during your tenancy.

Tenant caused maintenance handled by 221 will be charged at a minimum of \$49.50 per hour plus materials & fuel charge (subject to change) and after-hours calls (after 5:00 PM, evenings & weekends) will be charged at time and a half. Holidays and after 9:00 PM will be charged double time. Outside vendor charges will be billed as charged and will be due IMMEDIATELY upon receipt of billing.

Current tenants (18 years old or older) that have rented with 221 for at least six (6) months and that want to apply to rent a different rental property would need to submit another application(s) along with a \$40.00 application charge per applicant (18 years or older), which must be paid in guaranteed funds, i.e. money order or cashier's check). You will also have to pay a \$25.00 interior inspection fee in guaranteed funds, i.e. money order or cashier's check, which will be considered in evaluating your application to rent another unit through 221. A tenant may NOT transfer a security deposit from one unit to another. Once the tenant has vacated a unit, 221 has 31 days to submit the accounting for that security deposit. All charges over normal cleaning & carpet cleaning will be charged an administrative fee of 10% of the total costs.

A \$25.00 interior inspection fee (must be paid in guaranteed funds - money order or cashier's check only) will be charged if tenant(s) wants to remove a roommate and for 221 to consider if the remaining tenant(s) will be allowed to stay in the unit. Remaining tenant(s) must qualify according to all application policies. If not approved all occupants must vacate the rental property.

A \$50.00 fee (must be paid in guaranteed funds - money order or cashier's check only) to change the rental agreement if a tenant is removed or a new tenant is added as a roommate to an existing rental agreement. This is in addition to the interior inspection fee.

A Fixed Term Tenancy or Lease termination fee of 1.5 times the rent or damages related to the cost of re-renting to a new tenant shall be charged.

Property Address for which application is being submitted: _____
Current Rental Rate for above property at time of application submittal: \$ _____

Applicant Name Applicant Signature Date

Applicant Name Applicant Signature Date