R&R Properties of Eugene, LLC

RENTAL APPLICATION SCREENING GUIDELINES

Required items when applying for a rental:

- Application completed in full by each adult 18 years and older (incomplete applications will NOT be processed).
- **NO APPLICATIONS WILL BE ACCEPTED WITHOUT VIEWING THE PROPERTY FIRST.**
- Copy of ALL applicant’s driver’s license(s) or photo identification card(s).
- Proof of income (pay stubs from past three months, recent tax forms, etc.).
- Photo of pet(s) if applicable (email to charlie@randreugeneproperties.com).
- Application fee of $40 for each adult 18 years and older (can be paid on our website or in-person at our office).
  - Application fees are non-refundable and will not be applied towards rent or deposits.
  - All deposits and move-in costs must be paid by cashier’s check or money order. Personal checks will be accepted after initial move-in costs are paid.

**IF YOU ARE EMAILING OR FAXING YOUR APPLICATION, PLEASE CALL OUR OFFICE AT 541-505-9907 TO MAKE SURE THE APPLICATION WAS RECEIVED**

Information on the application and screening process:

- Applications will NOT be processed until the application fee has been collected.
- Applications are processed on a first-come, first-serve basis.
- If we are unable to verify information on an application, it may be denied.
- **Viewing the property is mandatory before an application can be turned in** (contact our office if applicant(s) are unable to personally view property so we can discuss an alternative person to view on their behalf).
- If multiple applications are received at the same time, the most qualified applicant(s) will be selected (based on our screening guidelines).
- It may take up to three business days for an application to be screened.
- All applicants must meet with R&R Properties of Eugene’s Property Manager before an application is considered complete.
- Demeanor and behavior of applicants and associated parties will be strongly considered during application process.
- If application is approved, a deposit to hold the property is required within 48 business hours of notification of approval.
Income:

- Net household income shall be at least three times the gross monthly rent.
- Applicant(s) must provide verification of income including amount for last three months.
- Income must be verifiable through pay stubs, tax returns, financial aid letters, bank statements, letter from employer, etc.

Co-signers:

- We are happy to work with co-signers when income requirements may be an issue for a potential tenant.
- Co-signer must fill out an application in full and be approved (however co-signer is not applying to live at residence with applicant).
- Co-signer income shall be at least three times the gross monthly rent.
- Co-signer must provide verification of income including amount for last three months.
- Co-signer must be legal adult with U.S. citizenship.

References and rental history:

- All references (landlords and personal) must be correct and verifiable for application to be considered.
- Rental history of one year must be verifiable from unbiased and unrelated sources.
  - Exceptions may be made with an increased security deposit or approved co-signers.

Criminal / collections / public records search:

- We will conduct a search of civil records (background, criminal, credit, and eviction history) on each applicant, and could result in denial of application depending on results of the search.
- Credit-worthiness as associated with payment history may be factored in when determining a prospective tenant’s risk.
- Individuals convicted of a felony or the illegal manufacture or distribution of a controlled substance may be denied.

Pet policy:

- Pets are accepted on a case-by-case basis for each property.
- All pets will be screened separately.
- Some breeds will not be accepted (please see R&R Properties of Eugene Pet Policy).
- A photo of each pet is required with an application.
- A refundable deposit of $400 per pet is required before taking possession of residence.
- Renter’s insurance is required upon move-in for tenants owning pets.
R&R Properties of Eugene Rental Application

Property address: _________________________________ Date received: ___________________

Property Manager to complete this section:

- Monthly rent amount: $___________
- Pro-rated rent (___ days): $___________ Deposit: $___________ Fee(s): $___________
  Pet fee(s): $___________ Total amount due: $___________
- Photo ID submitted? APPROVED _____ DENIED _____
- Called references (employment/rental/personal)? APPROVED _____ (w/co-signer) DENIED _____
- Contacted applicant after processing form? APPROVED _____ DENIED _____
- Balance owed: $___________ Dated: ____________________

________________________________________

Applicant to complete the remaining document starting here:

Applicant Information: All applicants over the age of 18 must complete and sign their own application.

Full legal name: _________________________________________________________________________________
  Last                                                                     First                                          Middle

SS number: ___________________________ Date of birth: _________________ Phone: _______________________

Email: ___________________________ Driver’s license number: _______________ State: ______
**Rental References:** Due to previous rental history you may be asked to provide additional information, be accompanied by a co-signer, or additional deposit may apply.

Current address: ________________________________________________________________
City: _______________________ State: ________ Zip: _________________
Current landlord: ____________________________________ Phone: _____________________________
Current rental amount: $__________________
Move-in date: __________ Reason for leaving: ___________________________________________

Previous address: _______________________________________________________________
City: _______________________ State: ________ Zip: _________________
Previous landlord: ____________________________________ Phone: _____________________________
Previous rental amount: $__________________
Move-in date: __________ Move-out date: __________ Reason for leaving:____________________________________

Have you ever:  Been evicted? Yes ____ No ____       Been sued by Landlord? Yes ____ No ____
Filed bankruptcy? Yes ____ No ____       Foreclosure/Short sale?  Yes_____    No _______
Have you ever been convicted, pleaded guilty, or no contest to a crime?  Yes ____ No ____
If you have answered YES to any of the above please explain: _______________________________________

**Banking and Credit Information:**
Name of bank: ____________________________ Branch: ____________________________
Type of account (debit, credit, etc.): __________________________________________

**Employment History:** Must provide three months proof of income.
Current employer: _________________________________ Date hired: ________________
Supervisor: __________________________________ Phone: ____________________________
Job title: ____________________________________________________________________ Take home pay: $__________/month
Full time _____ Part time _____

Previous employer: _________________________________ Date hired: ____________ End date: __________
Supervisor: __________________________________ Phone: ____________________________

Other income: $__________________/month Source: ____________________________
Other income: $__________________/month Source: ____________________________
Personal References:

Name: ________________________________   Relationship: ___________________   Phone: _____________________
Address: ___________________________________   City: ___________________   State: ______   Zip: _____________
Name: ________________________________   Relationship: ___________________   Phone: _____________________
Address: ___________________________________   City: ___________________   State: ______   Zip: _____________

Emergency Contact: This person will only be contacted in case of emergency.

Name: ________________________________   Relationship: ___________________   Phone: _____________________
Address: ___________________________________   City: ___________________   State: _____   Zip: _____________

Members of the Household: For purposes of identification ONLY. Provide names and dates of birth of all other occupants. Note: Those persons 18 years and older MUST fill out a separate application.

________________________________________________     ________________________________________________
________________________________________________     ________________________________________________
________________________________________________     ________________________________________________

Vehicles: Please include your personal vehicle(s) that will be on or near the premises.

Make: _______________  Model: ____________  Color: _________  Plate: _____________  State: ___  Year: ________
Make: _______________  Model: ____________  Color: _________  Plate: _____________  State: ___  Year: ________
Make: _______________  Model: ____________  Color: _________  Plate: _____________  State: ___  Year: ________
Other vehicles/boats: ___________________________   Plate: _____________  State: ___  Year: ________

Pets: Pets may or may not be allowed at the unit you are applying for. Tenants with pets will be required to provide additional pet deposit and photo of pets. Some breeds will not be accepted.

Type/Breed: ___________________________________   Name: _________________   Weight: ________   Age: _________
Has pet ever injured anyone or damaged anything? Yes ____   No ____

Type/Breed: ___________________________________   Name: _________________   Weight: ________   Age: _________
Has pet ever injured anyone or damaged anything? Yes ____   No ____
Do you own: Piano/organ? _________ Waterbed? _________ Aquarium? _________

Do you smoke? _________ Do you have renter’s insurance? _________________

Would you like more information on renter’s insurance? ____________

How did you hear about us?   Website ____ Newspaper ____ Phone book ____ Social media ____

Other (please specify) ________________________

I certify the above information is correct and complete and hereby authorize investigation to all statements contained in this application and to make any inquiries deemed necessary to evaluate my tenancy and credit standing (including, but not limited to, credit checks, background, criminal, and Tenant/Landlord history). I also understand that the Landlord may terminate any rental agreement entered into for any misrepresentation made above. Application is valid for up to two weeks from date of receipt by Owner/Agent/Manager. I understand that all information supply above can and may be shared with the Owner of the property of interest.

_________________________________________________________________________________
Applicant Signature                                                                                                                   Date