



PO Box 5297
Central Point, OR 97502
(541) 878-RENT
7 3 6 8

Fax – 1-866-676-3402 **NorthwoodsPM.com**

APPLICANT SCREENING POLICIES

APPLICATION PROCESS

Applications may be turned in prior to viewing a property.

We offer application forms to everyone who inquires about the rental.

We review completed applications in the order in which we receive them.

We may require up to 72 Hours to verify information on an application.

If we are unable to verify information on an application, the application may be denied.

Applications may be denied based upon demeanor, unacceptable behavior or attitude.

Upon signing of rental agreement, Rent, Deposit, a Non-Refundable Floor Care Fee and a Move-In Fee may be required. Certain variables in the application process may require an additional deposit and/or co-signer.

Application fees to be paid by Cash or Money Order, unfortunately, we cannot accept checks on application fees.

COMPLETE APPLICATION

A non-refundable **\$25.00** application fee will apply for each ADULT APPLICANT OVER THE AGE OF 18.

We will not review incomplete applications.

We will accept the first qualified applicant(s).

IDENTIFICATION

Applicants must show identification which must include a photograph.

PRIOR RENTAL HISTORY

Rental history of current and previous landlord references from unbiased/unrelated sources is required

Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.

Prior eviction(s) may result in denial of application.

SUFFICIENT INCOME/RESOURCES

Rent (excluding utilities) shall be at a ratio of 33% of gross household income. Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records. Employment **MUST** be verifiable.

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

A credit check and/or criminal public/records check may be performed. Negative reports may result in denial of application. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

Northwoods Property Management, LLC represents the owners of this property. "We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin." Northwoods Property Management, LLC complies with and bases its policies on the Oregon Landlord Tenant Law.

Check # _____
Cash _____
Receipt # _____

Applicant Screening Charge Receipt

Applicant Name(s): _____

Applicant Name(s): _____

Applicant Name(s): _____

Applicant Name(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Applicant Screening Charge means any nonrefundable payment of money charged by Northwoods Property Management, LLC of a prospective tenant prior to entering into a rental agreement with that applicant for a residential unit. The purpose of the fee payment is to process an application for a rental agreement with Northwoods Property Management, LLC I/We have read, understand and have had any questions answered regarding the above information:

Applicant	Date	Applicant	Date
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Applicant	Date	Applicant	Date
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I hereby acknowledge the receipt of the applicant screening charge:

Northwoods Property Management, LLC	Date
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Application To Rent

Please Print Clearly:

ADDRESS OF PROPERTY YOU WISH TO RENT: _____

DATE YOU WSH TO MOVE IN _____ **HOW LONG DO YOU WISH TO RENT?** _____

NUMBER OF OCCUPANTS 18 AND OVER: _____

NUMBER OF OCCUPANTS UNDER 18: _____ **NAME AND D.O.B. FOR OCCUPANTS UNDER 18:**

NAME _____ D.O.B. _____

NAME _____ D.O.B. _____

NAME _____ D.O.B. _____

NAME _____ D.O.B. _____

APPLICANT # 1

APPLICANT NAME _____

CURRENT PHONE NUMBER: (____) _____ CELL NUMBER: (____) _____

E-MAIL ADDRESS _____

WORK NUMBERS (____) _____ ALT. NUMBER (____) _____

S.S. # _____ D.O.B. _____ D.L. NUMBER _____ STATE OF ISSUE _____

EMPLOYER _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

POSITION _____ DIRECT SUPERVISOR _____

CONTACT NUMBER _____ HOW LONG? _____

VERIFIABLE TAKE HOME PAY _____

Present / Former Addresses

Address: _____ CITY _____ STATE _____ ZIP _____

PRESENT LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY ARE YOU MOVING? _____

FORMER ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY DID YOU MOVE? _____

FORMER LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

ADDITIONAL ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PRESENT LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY DID YOU MOVE? _____

APPLICANT # 2

APPLICANT NAME _____

CURRENT PHONE NUMBER: (____) _____ CELL NUMBER: (____) _____

E-MAIL ADDRESS _____

WORK NUMBERS (____) _____ ALT. NUMBER (____) _____

S.S. # _____ D.O.B. _____ D.L. NUMBER _____ STATE OF ISSUE _____

EMPLOYER _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

POSITION _____ DIRECT SUPERVISOR _____

CONTACT NUMBER _____ HOW LONG? _____

VERIFIABLE TAKE HOME PAY _____

Present / Former Addresses

Address: _____ CITY _____ STATE _____ ZIP _____

PRESENT LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY ARE YOU MOVING? _____

FORMER ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY DID YOU MOVE? _____

FORMER LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

ADDITIONAL ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PRESENT LANDLORD _____ PHONE # _____

LANDLORD ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOW LONG THERE? _____ WHY DID YOU MOVE? _____

Please note that the following questions apply to both applicants

Have you or any other person named on this application ever rented or applied with Northwoods Property Management, LLC. Yes _____ No _____

If yes, when did you rent or apply with Northwoods and what was the address?

◆ Have you or any other person named on this application ever filed bankruptcy? _____

If yes, what date, county and state is the bankruptcy filed: _____

◆ Have you or any other person named on this application ever been evicted with or without court proceedings from any rental unit? _____

If yes, explain. _____

◆ Have you or any other person named on this application ever willfully and/or intentionally refused to pay rent when due? _____

If yes, explain. _____

◆ Have you or any other person named on this application, ever been convicted of dealing or manufacturing illegal drugs? _____

◆ Have you or any other person on this application ever been convicted of a crime? _____

If yes, what is the nature of the crime and the date of the conviction?

◆ Do you or any other person on this application smoke cigarettes, cigars, or pipes? Yes _____ NO _____

If yes, please indicate which of the previous: _____

◆ Do you or any other person named on this application have a waterbed or aquarium? Yes _____ No _____

List: _____

◆ Will there be pets living in this residence? _____ How many? _____

Breed _____ Color _____ Weight _____

Breed _____ Color _____ Weight _____

Breed _____ Color _____ Weight _____

Breed _____ Color _____ Weight _____

ALL PET RABIES REGISTRATION NUMBERS ARE DUE AT SIGNING OF AGREEMENT

◆ Number of Cars to be kept at Property _____

Make _____ Model _____ Color _____ License _____

Make _____ Model _____ Color _____ License _____

Make _____ Model _____ Color _____ License _____

Make _____ Model _____ Color _____ License _____

◆ Are you currently renting/leasing from a friend or relative? _____
Yes, Explain _____

PLEASE LIST EMERGENCY CONTACTS – TWO NEAREST RELATIVES AND ONE PERSONAL REFERENCE (use same for both applicants):

1. _____ PHONE _____ RELATION _____
2. _____ PHONE _____ RELATION _____
3. _____ PHONE _____ RELATION _____

How did you hear about us? Signage _____ Newspaper _____ Radio _____ Television _____ Referral _____ Website _____ Walk-in _____ Phone-in _____ Drive-By _____ Other _____

I offer the foregoing information as inducement to Northwoods Property Management, LLC for rental screening purposes. I declare said foregoing information to be true and correct and do hereby authorize Northwoods Property Management, LLC To conduct an employment, criminal and credit check and to verify the information provided. I understand I will be denied if I have misrepresented any information on this application. If misrepresentations are found after a rental agreement is signed, my tenancy is subject to termination. I understand that the \$25.00 application fee is non-refundable regardless of outcome.

SIGNITURE _____ DATE _____

SIGNITURE _____ DATE _____

Thank You For Considering Northwoods Property Management!!

FOR OFFICE USE ONLY
APPLICANT # 1

- First address verified. Date _____ Spoke With _____ Initials _____
- Second address verified. Date _____ Spoke With _____ Initials _____
- Third address verified. Date _____ Spoke With _____ Initials _____

FOR OFFICE USE ONLY
APPLICANT # 2

- First address verified. Date _____ Spoke With _____ Initials _____
- Second address verified. Date _____ Spoke With _____ Initials _____
- Third address verified. Date _____ Spoke With _____ Initials _____

FOR OFFICE USE ONLY
APPLICANT # 1

- First Employer verified. Date _____ Spoke With _____ Initials _____
- Second Employer verified. Date _____ Spoke With _____ Initials _____
- Third Income verified. Date _____ Spoke With _____ Initials _____

FOR OFFICE USE ONLY
APPLICANT # 2

- First Employer verified. Date _____ Spoke With _____ Initials _____
- Second Employer verified. Date _____ Spoke With _____ Initials _____
- Third Income verified. Date _____ Spoke With _____ Initials _____