

POLICIES FOR RENTAL APPLICATION AND APPROVAL

** Application forms are available to anyone who inquires about rentals. **

APPLICATION PROCESS

- 1.) Applicant identifies a specific rental property on the application.
- 2.) Applicant pays in CASH or MONEY ORDER a \$45.00 non-refundable screening fee. Each applicant must pay a \$45.00 screening fee.
- 3.) Upon approval of application, applicant must pay deposit due on property .

SCREENING PROCESS

- 1.) Applicant must be 18-years or older.
- 2.) No co-signed applications will be accepted.
- 3.) Application must be complete to be processed.
- 4.) First qualified applicant will be accepted.
- 5.) Present tenants of Northwest Investment Management in good standing must fill out an application but need not pay the screening fee. Former tenants of Northwest Investment Management must follow the process outlined above.

SCREENING FEE

Your screening fee will be refunded only if a previous application has been approved for the property that you identified on your application.

SCREENING METHOD

We will process all applications using the following three components, in subsequent order. If at any time a component is deemed unsatisfactory, the processing will stop and the application will be denied.

Northwest Investment Management (in compliance with Equal Housing Opportunity guidelines) will check landlord references (current and previous), verify income, review credit report(s) and receive a criminal/public records check for all persons on the application.

The following criteria apply when making the approval/disqualification decision:

- 1.) **RENTAL HISTORY** - Applicants must provide us with the information necessary to contact present and 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.
The following questions are asked of the present and past landlord:
 - a). Was rent paid on time?
 - b). Were there any damages to property?
 - c). Did/do the tenants have a pet(s)?
If yes, were there any damages done by the pet(s)?
 - d). Was a proper notice to vacate given?
 - e). Would you re-rent to the tenant?
- 2.) **INCOME** - verification must be received from sources of income listed on application. Household net income must be a minimum of 2.5 times the rental amount.
- 3.) **CREDIT/CRIMINAL PUBLIC RECORDS CHECK** - A credit check and/or a criminal public records check may be performed. Unsatisfactory reports will result in denial of application (FED actions, unpaid collections, judgements, bankruptcy, some felony offenses, convictions).

The above information must be verified within 48 hours or application loses priority.



NORTHWEST INVESTMENT MANAGEMENT, INC.

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APPLICATION FOR RENTAL

SCREENING FEE \$45.00

1) PERSONAL INFORMATION

LEGAL NAME _____
FIRST MI LAST

RES. PHONE () _____ WORK PHONE () _____

DATE OF BIRTH _____ SS# _____
MO DAY YEAR

DRIVER'S LICENSE# _____ STATE _____

VEHICLE _____ / _____ / _____ LIC. PLATE# _____
YR MAKE MODEL

2) CURRENT ADDRESS

ADDRESS _____
STREET ADDRESS
CITY STATE ZIP CODE

OWN ___ RENT ___? MONTHLY RENT \$ _____

START DATE: _____ END DATE: _____

NAME OF LANDLORD
OR MORTGAGE COMPANY _____

ADDRESS _____
PHONE () _____

3) PREVIOUS ADDRESS

ADDRESS _____
STREET ADDRESS
CITY STATE ZIP CODE

OWN ___ RENT ___? MONTHLY RENT \$ _____

START DATE: _____ END DATE: _____

NAME OF LANDLORD
OR MORTGAGE COMPANY _____

ADDRESS _____
PHONE () _____

4) INCOME INFORMATION

EMPLOYER NAME _____

ADDRESS _____

TELEPHONE: () _____ POSITION _____

TAKE HOME _____ GROSS _____ HOW OFTEN _____

EMPLOYMENT DATE OF HIRE _____

ADDITIONAL SOURCES OF INCOME _____

SOURCE _____ AMT\$ _____ HOW OFTEN _____

5) OTHER INFORMATION

DO YOU HAVE ANY PETS? Y N

DO YOU HAVE A WATERBED? Y N

DO YOU HAVE A MUSICAL INSTRUMENT? Y N

DO YOU HAVE AN AQUARIUM? Y N

HAVE ANY PERSONS NAMED ON THIS APPLICATION:

BEEN EVICTED? Y N

DATE OF EVICTION _____

REASON FOR EVICTION? _____

BEEN CONVICTED OF A FELONY? Y N

WHY ARE YOU VACATING PRESENT RESIDENCE? _____

LIST NAME AND DATE OF BIRTH FOR ALL PERSONS TO OCCUPY THE UNIT:

NAME: _____ DOB: _____

NAME: _____ DOB: _____

NAME: _____ DOB: _____

NAME: _____ DOB: _____

APPLICANTS CERTIFICATION OF ACCURACY AND SIGNATURE

APPLICANT(S) HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND DO HEREBY AUTHORIZE LANDLORD / AGENT TO MAKE NECESSARY INQUIRIES DEEMED NECESSARY TO EVALUATE THE APPLICATION FOR TENANCY AND CREDIT STANDING. APPLICANT(S) UNDERSTANDS AND ACCEPTS THAT ANY INFORMATION PROVIDED THAT IS INCOMPLETE, INACCURATE, OR FALSIFIED, SHALL BE GROUNDS FOR DENIAL OF THE APPLICATION OR SUBSEQUENT TERMINATION OF TENANCY UPON DETERMINATION OF SUCH FALSIFIED INFORMATION. UPON MANAGEMENT'S APPROVAL OF APPLICATION, IT IS AGREED ALL APPLICANT(S) SHALL COMPLETE THE RENTAL AGREEMENT AND PAY THE BALANCE OF MONIES DUE (FIRST AND LAST MONTH'S RENT AND ALL DEPOSITS). FAILURE OF APPLICANT TO PAY BALANCE OF MONIES AND TO COMPLETE THE RENTAL AGREEMENT SHALL TERMINATE ALL RIGHTS OF APPLICANT(S) AND THE SUMS DEPOSITED SHALL BE RETAINED BY THE LANDLORD AS LIQUIDATED DAMAGES. IF POSSESSION OF THE SAID PREMISES CANNOT BE DELIVERED TO APPLICANT ON THE DATE SPECIFIED, THE SUMS SO DEPOSITED SHALL BE RETURNED TO APPLICANT(S).

SIGNATURE _____

PROPERTY ADDRESS _____ PROPERTY CODE _____