

APPLICANT CRITERIA AND SCREENING POLICY

HOW DO I APPLY?

Complete the enclosed application packet. There are three places you should sign. Turn in your completed packet with **\$40 per adult (per packet) in guaranteed funds** (money order, cash or cashiers check) and a copy of your most recent pay stub to our office at 510 NE Roberts Ave Ste 200 Gresham, OR 97030. We will also need to see one piece of photo ID and your social security card. Each adult; married or single must fill out a packet. Read and understand how to qualify before filling out your application to rent.

HOW DO I QUALIFY?

INCOME Applicant, or combined applicants must gross at least two times the monthly rent. Each applicant must have 5 years of verifiable income (if you have just started your first job we will take that into consideration) and your income history must be stable at our judgment.

RENTAL HISTORY Each applicant must have a verifiable current and previous address and must have a satisfactory rental reference from their current and previous landlords.

INSURANCE Each applicant must have, or be willing to obtain Renter's Insurance at the time of signing a Rental Agreement and must carry Renter's Insurance through the term of the Rental Agreement.

BACKGROUND We may obtain a Credit Report which generally consists of Credit History, including Credit Standing. We may conduct a search of Public Records, including but not limited to judgments, liens, evictions, criminal and status of collection accounts.

UTILITIES You must be able to obtain a utility account in your name for all of the utilities that are paid by the tenant for this unit. If you cannot, your application will be denied. You may be required to provide proof of utility accounts prior to move in at our discretion.

If applicant does not meet all criteria then we may require a larger security deposit of base security deposit plus \$300 or up to base security deposit plus an additional deposit equal to a months rent at our discretion.

An application may be denied for one or more of the following reasons:

- an incomplete application form
- unable to verify information as provided by the applicant
- inaccurate or false information from the applicant
- negative reports from any source
- applicant's credit history is unsatisfactory
 - unpaid utility bills or collection account
 - judgment or collection from a landlord
 - debt to income ratio to high at our discretion
- applicant has unstable rental history
- applicant has undisclosed or unpermitted pet
- insufficient income or employment history
- applicant does not have/not willing to have insurance
- we find criminal, civil or eviction records
 - felonies less than 7 years old.
 - misdemeanors less than 2 years old.
 - any outstanding warrant or probation.
 - any drug related, identity theft, check forgery, sex crime or violent crime conviction will result in a denied application regardless of time passed.
 - any eviction less than 7 years old (we reserve the right to deny based on any eviction older than 7 years at our discretion).

SMOKING IS NOT PERMITTED INSIDE ANY OF OUR UNITS

Animals or Pets may be strictly prohibited depending on the property you are applying for. **For your pet to be considered** please request this information prior to or when submitting your application. There is an additional \$200 security deposit per approved pet.

If your application is approved you will receive a phone call. If your application is denied you will receive a letter mailed to the current address given on your rental application. If your application is approved you will have 24 hours to make a deposit to hold; otherwise the unit goes back on the market. You must take possession of the unit within 14 days of the date that your application was approved.

Owner/Agent is charging an application Screening Charge of **\$40** per applicant. This charge is non refundable unless the Owner/Agent does not screen the applicant. We will NOT accept a check for this charge.

We expect to complete the Application Screening Process in one to three days, however due to circumstances beyond our control it may take longer than 3 days.

You have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or a credit reporting agency. You have the right to request in writing within 30 days the reason if your application is denied.

We reserve the right to deny any applicant based on their behavior during the Application interview.

Applicant Signature _____

Date _____

ALEX MAC PROPERTIES, INC 510 NE Roberts Ave Ste 200 Gresham, OR 97030 503-618-9404 503-618-9314 FAX

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APPLICANT SCREENING AUTHORIZATION

Please print neatly to reduce mistakes and typos. City, State and Zip Codes, Social Security Numbers and Birthdates are required. One per person please or it will be rejected.

Applicant Full Name _____
First, Middle, Last

Social Security Number _____
Date of Birth _____

Employer _____

Current Address _____
Street, City, State, Zip

Previous Address _____
Street, City, State, Zip

I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing including, but not limited to, a check of my credit. I understand that if I am denied tenancy due to my credit standing, I have the right to dispute the accuracy or completeness of any information in the credit report.

Applicant Signature _____ **Date** _____

REQUIRED DEPOSITS AND FEES

ITEM	COST TO YOU
Application screening charge	\$40 per adult
Security Deposit	Equal to a months rent if qualified
Pet Deposit	\$200 per pet if pet approved
Late payment of rent fee	\$50 per rental period
Dishonored check fee	\$25 per check
Violations of the rental contract	\$50 per violation
Violations of the pet agreement	\$50 per violation
Lock out charge	\$75 per visit
Key replacement charge	\$25 per key
Re key a secured facility	\$75 to re key and cost of all replacement keys
Repairs caused by tenant	\$50 per hour during regular business hours if repaired by Alex Mac and the cost of repair if we hire a necessary contractor.
Drain clogs	If you have been in the unit for at least 30 days and have a clogged drain or toilet we will dispatch a plumber. If the plumber says that the clog was caused by you then we will pass his bill through to you.
Missed Service Call	If you schedule a service call and then are not home or cancel when we arrive we will bill you \$50.
Unnecessary Service Call	If you call us out for a service call that is unnecessary; example your light doesn't work and the cause is your bulb is burned out we will bill you \$50.
Unreported problems that cause damage	The cost of repair
Tampering with or removal of smoke alarm fee	\$250.00
Professional Carpet Cleaning	If the carpets were cleaned before you moved in we will have them cleaned when you leave and pass the charges through to you. If you have them cleaned you must provide a receipt and they must appear as clean as they did when you moved in.
Housecleaning	The cost of hiring a cleaning company. Alex Mac Properties, Inc has the final say on cleanliness.
Damages	Any damages that result from you will be billed at \$50 per hour if repaired by Alex Mac or the cost of hiring a necessary contractor. Wear and Tear is not considered damage
Chimney Cleaning	The cost of hiring a chimney cleaning company which is currently \$75.
Yard Care	If you were required to maintain the lawn then we will pass through the cost of mowing, edging and weeding as needed to restore to move in condition.
Hauling	If you leave something behind we will bill you the cost of hauling to dispose of it.

Signature

Date

Signature

Date

APPLICATION TO RENT

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____/____/____

Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____

Of Units Available: _____ Applicant #: _____ Date: ____/____/____ Time: _____ a.m. p.m.

Examined picture identification? Yes No Type of identification? _____

PERSONAL INFORMATION

Full Name: _____ Telephone: () _____
First Middle Last

S.S. #: _____ Birth Date: ____/____/____ Driver's License, State and #: _____

1) Current Address: _____ City: _____ State: _____ Zip: _____

Since: ____/____/____ Why are you moving? _____

Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____

2) Previous Address: _____ City: _____ State: _____ Zip: _____

From ____/____/____ to ____/____/____ Why did you move? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____

3) Previous Address: _____ City: _____ State: _____ Zip: _____

From ____/____/____ to ____/____/____ Why did you move? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; Filed Bankruptcy? Yes No; Been convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any or these, please explain:

EMPLOYMENT/INCOME

1) Applicant's Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____

Job Title: _____ Take home pay (month): \$ _____ Full-time Part-time

2) Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____

Job Title: _____ Take home pay (month): \$ _____ Full-time Part-time

3) Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____

Job Title: _____ Take home pay (month): \$ _____ Full-time Part-time

Other Income (per month) \$ _____ Source: _____ Telephone: () _____

Other Income (per month) \$ _____ Source: _____ Telephone: () _____

PERSONAL REFERENCES

Next of Kin: _____ Telephone: () _____

Name Address Relationship

Emergency Contact: _____ Telephone: () _____

Other: _____ Telephone: () _____

PERSONAL PROPERTY

Automobile: Make _____ Model _____ Year _____ License # _____ State _____

Automobile: Make _____ Model _____ Year _____ License # _____ State _____

Other Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Piano/Organ? Yes No Water-filled furniture? Yes No

Fish Tank or Aquarium? Yes No A Lawn mower? Yes No A Vacuum cleaner? Yes No

PET #1

Type: _____ Size _____

_____ Weight _____

Has Pet ever injured anyone or damaged anything? Yes No

PET #2

Type: _____ Size _____

_____ Weight _____

Has Pet ever injured anyone or damaged anything? Yes No

APPLICANT'S COMMENTS & EXPLANATIONS: _____

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT SCREENING CHARGE DISCLOSURE(S)

1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:

- a) credit history including credit standing;
- b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
- c) information verification;
- d) current obligations and credit ratings; and
- e) criminal records
- f) employment

2) Owner/Agent is requiring payment for an Applicant Screening Charge of **\$40** none of which is refundable unless the Owner/Agent does not screen the applicant. An application is valid for up to 15 days from receipt date by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I also have the right to request in writing within 30 days the reason if my application is denied. We require at least three days to complete the application Screening Process. We reserve the right to deny any applicant based on their behavior during the Application interview. If your application is approved you will receive a phone call. If denied you will receive a letter mailed to the current address given on your rental application.

Applicant Signature: _____ **Date:** _____