



RESIDENTIAL LEASE APPLICATION

Rental Address: _____ Date of Application: ___/___/___
Name: _____ Desired Move-in Date: ___/___/___
Phone: _____ Email: _____

For Landlord's use only:
Date received: ___/___/___ Time received: _____ AM/PM Initial: _____
Rent: \$ _____ Deposit: \$ _____
Picture ID examined: [] Yes [] No, Identification type: [] Driver's license [] Other: _____
Application fee received: [] Yes [] No, Payment type: [] Cash [] Money Order Amount: \$ _____
Income verification provided: [] Yes [] No
Sent to consulting company: [] Yes [] No, Date: ___/___/___ Initial: _____

Social security #: _____ Date of birth: ___/___/___
Driver's license #: _____ State of issuance: _____
Marital status: _____ Spouse name: _____
Children names: _____
Emergency contact: _____ Phone: _____
Personal reference: _____ Relationship: _____ Phone: _____
Length of time you intend to reside at rental: _____
Occupants other than children: _____
Describe any pets that will occupy the residence: _____
Has the pet(s) ever injured anyone or damaged anything? [] Yes [] No
Note: Please verify that pets comply with the pet policy associated with this residence.
Job title: _____ Employer: _____
Employer's address: _____
Supervisor: _____ Phone: _____
Monthly pay: \$ _____ Start date: ___/___/___ [] Full time [] Part time
Other income (per month): \$ _____ Source: _____ Phone: _____

Have you ever: Been evicted? [] Yes [] No; Been sued by Landlord? [] Yes [] No; Been convicted, or pleaded guilty or no contest, to a crime? [] Yes [] No; Filed bankruptcy? [] Yes [] No; If yes to any of these, please explain: _____

Bank name: _____ Phone: _____
Account #: _____ Account #: _____ Note: Last four digits acceptable.
Credit card type: _____ Card #: _____ Credit card type: _____ Card #: _____
Credit card type: _____ Card #: _____ Credit card type: _____ Card #: _____

Creditors: Type of debt: Amount owed: Monthly payment:

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Automobile: Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____
Automobile 2: Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____

Current address: _____ City: _____ State: _____
Since: ___/___/___ Why are you moving? _____
Current landlord: _____ Phone: _____

Previous address: _____ City: _____ State: _____
From: ___/___/___ to ___/___/___ Why did you move? _____
Previous landlord: _____ Phone: _____

Previous address (2): _____ City: _____ State: _____
From: ___/___/___ to ___/___/___ Why did you move? _____
Previous landlord: _____ Phone: _____

Manager Disclosure: The manager of this premises is:

Siskiyou Property Management

Address: 138 S Main St., Phoenix, OR 97535 Mailing: PO Box 1797, Phoenix, OR 97535
Phone: 541-482-1140

Owner Disclosure: The owner of the premises or a person authorized to act for and on behalf of the owner for the purpose of service of process and receiving and receipting for notices and demands is disclosed as:

Terry Kau

Address: 138 S Main St., Phoenix, OR 97535 Mailing: PO Box 1797, Phoenix, OR 97535
Phone: 541-482-1140

Conditions and information: The completing of this application by Tenant and the acceptance of this application by Landlord creates no obligation of Landlord to approve the application. This application will be approved or rejected usually within five days of being submitted to Landlord. However, there is no obligation of Landlord to notify Tenant unless the application is approved. If this application is approved, Tenant must provide the security deposit to Siskiyou Property Management within 24 hours of approval and sign the lease before the tenancy begins. Landlord complies with all Federal and State laws regarding discrimination and does not discriminate based upon age, sex, race, marital status, religion, national origin, or other prohibited classifications.

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to the potential Lessor's decision with respect to granting or denying your application to enter into a lease.

Signed: _____ Date: _____

CONSENT TO CREDIT CHECK

I, the undersigned applicant, authorize Siskiyou Property Management to order and review my credit, eviction, and criminal history and investigate the accuracy of the information contained in the application. I further authorize all banks, employers, creditors, credit card companies, references, and any and all other persons to provide to Siskiyou Property Management any and all information concerning my credit.

Signed: _____ Date: _____



APPLICANT SCREENING POLICIES

APPLICATION FEE: A non-refundable application fee of \$40.00 is required. Application fees must be paid by exact cash or money order only. We cannot accept checks for application fees.

ADDITIONAL INFORMATION REQUIRED WITH APPLICATION:

Two pieces of identification:

1. Photo ID in the form of a US Drivers License, Passport, or US State issued ID card.
2. Either a Social Security Card or Work/Student Visa.

Income Verification:

- Pay stubs, employer contract, and/or current tax records.
- Statement from entity providing housing assistance, such as HUD, if applicable.
- If you are self-employed, please provide a copy of your most recent tax return, current bank statement, and business license.

Applications will be considered incomplete if identification and income verification are not provided.

SCREENING POLICIES:

Submitting an Application:

- Each applicant over the age of 18 must submit an individual application with proper references.
- Applications may not be turned in prior to viewing a property. Applications will be accepted after you tour the property with a company representative and pay the application fee.
- A non-refundable \$40.00 application fee will apply for every person 18 years of age or older who will be residing in the rental unit regardless of familial status.
- We will not review any incomplete applications.
- We will accept the first qualified applicant(s).

Application Process:

- 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 a minimum of three business days to verify information on an application.
- If we are unable to verify information on an application, the process may take longer and the application may be denied.
- Certain variables in the application process may require an additional deposit and/or co-signer. The only time a co-singer is considered is if you are a first time renter and/or student.
- Application fees are to be paid by exact cash or money order only. We cannot accept checks on application fees.

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Rental History:

- Rental history of current and previous landlord references from unbiased/unrelated sources is required.
- Applicants must provide 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 an application.

Sufficient Income/Resources:

- Gross household income shall be a minimum of 2 ½ times the rent amount (excluding utilities).
- Income must be verifiable through pay stubs, employer contact, and/or current tax records.
- Employment must be verified.
- Self-employed applicants must provide a copy of their most recent tax return, current bank statement and business license.
- Section 8 applicants must demonstrate income that is 2 times their portion of the rent.

Credit/Criminal/Public Records Check:

- A credit check and/or criminal public records check will be performed.
- Negative reports may result in denial of an 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.

Additional Deposits:

You may be asked to pay an additional deposit (up to 2 times the rent) for the following:

- No credit or poor credit (including slow pay or bankruptcy more than one year ago).
- No landlord references (must be from an unbiased source; no roommate or family references).
- If you have a pet or pets.
- If you are not a US Citizen.

Deposit to Hold:

- Once the application is approved, we require payment of the deposit within 24 hours to guarantee and hold the unit.
- A Deposit to Hold will hold the unit up to seven days. If for any reason you fail to rent the unit, you will forfeit that deposit, per ORS 90.297.
- If deposit is not received within 24 hours after being approved, we will continue to market the residence for rent.
- The Deposit to Hold must be paid with Certified Funds.

Mailbox Keys:

- Mailbox keys are handled by the Postmaster. You may need to go to the local Post Office if Siskiyou Property Management is unable to provide one.
- Typically, the Post Office charges \$40.00 to have the mailbox re-keyed. This expense is a tenant responsibility and is not part of your move-in fees.

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Denials:

You may be denied tenancy and will forfeit your application fee for the following:

- Incomplete or misrepresentation of any information on your application.
- Eviction judgments.
- Collections, judgments or charge-offs in the last seven years.
- Bankruptcy in the last twelve months.
- Negative landlord reference and/or money due to a prior landlord.
- Felony record or three or more misdemeanor charges.
- Unacceptable behavior, demeanor, or attitude.

Siskiyou Property Management is an equal housing opportunity property management business. We comply with and base our policies on the Oregon Landlord Tenant Law.

I hereby certify that I have read and understand the Application Screening Policies listed above:

Signature: _____ Date and Time: _____