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APPLICATION FEE AGREEMENT & GUIDELINES

Please complete the entire application and return to our office with \$35.00 (payable by cash, check, or money order) for each adult applicant. Applications Fees are non-refundable. Applications received without application fee, will not be processed. Once an application is approved, we require the immediate payment of the deposit to guarantee and hold the unit. If payment is not received within 24 hours, we will continue to market the property for rent.

APPLICATION PROCESS

- *We process each application as rapidly as possible.
*Items that may delay the process are:
-Inability to contact previous landlords, or slow response, from previous landlords.
-Inability to verify income and employment
*If we are unable to verify information on an application, the application will be denied.
*Upon signing of lease/rental agreement, there will be a \$50.00 administration fee payable to PLUS Property Management.

SCREENING GUIDELINES:

Complete Applications

- *We will not review incomplete applications.
*We are not a first come, first serve company. PLUS Property Management will approve the best applicant, not the first applicant.
*If pets are accepted there will be an increased security deposit; a copy of the latest vaccination record and breed verification records will be required at time of signing the application agreement.

Identification

- *Applicants must provide a valid, Government issue, photo identification for our records.

Prior Rental History

- *Rental history of 2 years must be verifiable from unbiased/unrelated sources.
*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.

Sufficient Income/Resources

- *Gross household income shall be at least 3 times the rent. Each roommate must have gross household income of 2 times the rent.
*Income/resources must be verifiable through pay stubs, current tax records and/or bank statements.
*Verifiable employment of 2 years.
*If co-signers are acceptable for a property, the co-signer must reside in the state of Oregon and qualify per our credit application guidelines. Co-signers must exhibit exceptional credit in order to qualify as a guarantor of tenancy.

Credit/criminal/public records check

- *Negative reports may result in denial of application. Bankruptcies must be at least two years old, and applicant must show established credit in good standing post Bankruptcy discharge. Applicants who do not meet these criteria will not be considered. Examples of negative reports are: repetitive late pays, collections, unpaid balances/charge-offs, etc...
*Applicants with a prior eviction or judgment will not be considered.
*Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, sex offender, or any other felony will not be considered.

Applicant's Signature

Date

Applicants Signature

Date

How did you learn about PPM (circle): Newspaper, web site, sign, friends, Internet

Property Applying for: _____

APPLICANT:

Name: _____

Current Address: _____

City: _____

State: _____ **Zip:** _____

Dates Lived Above _____

Phone #: _____

Cell Phone: _____

Email: _____

Current Landlord: _____

Landlord phone #: _____

Current Rent Amount: _____

Reason for leaving: _____

***Drivers license#** _____

***Social Security#** _____

***Birth date:** _____

Previous Address: _____

City: _____

State: _____ **Zip:** _____

Landlord: _____

Landlord phone #: _____

Dates Lived there: _____

Reason for Leaving: _____

Previous Address: _____

City: _____

State: _____ **Zip:** _____

Landlord: _____

Landlord phone #: _____

Dates Lived there: _____

Reason for Leaving: _____

Property Applying for: _____

APPLICANT:

Name: _____

Current Address: _____

City: _____

State: _____ **Zip:** _____

Dates lived above: _____

Phone #: _____

Email: _____

Cell Phone: _____

Current Landlord: _____

Landlord phone #: _____

Current Rent Amount: _____

Reason for leaving: _____

***Drivers license #:** _____

***Social Security#** _____

***Birth date:** _____

Previous Address: _____

City: _____

State: _____ **Zip:** _____

Landlord: _____

Landlord phone #: _____

Dates Lived there: _____

Reason for Leaving: _____

Previous Address: _____

City: _____

State: _____ **Zip:** _____

Landlord: _____

Landlord phone #: _____

Dates Lived there: _____

Reason for Leaving: _____

APPLICANT

Employer: _____
Supervisor: _____
Phone #: _____
Job title: _____
Gross pay per month: _____
Reason for Leaving: _____
Previous employer: _____
Supervisor: _____
Job title: _____
Gross pay per month: _____
Phone #: _____
Reason for Leaving: _____
Other income: \$ _____
Source: _____

HAVE YOU EVER:

Had an Unlawful Detainer filed against you?

Yes **No**

Have you been evicted or sued by a landlord?

Yes **No**

Filed for Bankruptcy?

Yes **No**

Been convicted of a Felony?

Yes **No**

Been convicted of a misdemeanor?

Yes **No**

If "YES" to any of these, please explain:

APPLICANT

Employer: _____
Supervisor: _____
Phone #: _____
Job title: _____
Gross pay per month: _____
Reason for Leaving: _____
Previous employer: _____
Supervisor: _____
Job title: _____
Gross pay per month: _____
Phone #: _____
Reason for Leaving: _____
Other income: \$ _____
Source: _____

HAVE YOU EVER:

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Yes **No**

Have you been evicted or sued by a landlord?

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Yes **No**

Been convicted of a Felony?

Yes **No**

Been convicted of a misdemeanor?

Yes **No**

If "YES" to any of these, please explain

DO YOU OWN ANY OF THE FOLLOWING?

Water filled furniture (i.e. water bed): Yes No.

Fish tank/Aquarium: Yes No. If yes, how many gallons? _____

Bird(s): Yes No. if yes specify type _____

Dog(s): Yes No. If yes, specify the breed and weight: _____

-Is the dog spayed or neutered? Yes No

Cat(s): Yes No.

If yes, have they been de-clawed? Yes No.

Have they been spayed or neutered? Yes No.

Any other type of pet? Yes No. If yes, please explain: _____

****Please note, pet owners will be required to show proof of current vaccinations and proof of renter's insurance.**

OTHER MEMBERS OF HOUSEHOLD:

For purposes of identification only, please list names and date of birth for all persons and minors occupying unit.

_____	_____
_____	_____
_____	_____

VEHICLE INFORMATION:

This information is required.

Failure to provide the following will be considered an incomplete application.

1) Make _____ Model: _____ Year _____ License # _____

2) Make _____ Model: _____ Year _____ License # _____

3) Make _____ Model: _____ Year _____ License # _____

BANKING INSTITUTION

Bank Name: _____ **Ck** ___ **Sv** ___ **Other** ___

