

DUPLEX RENTAL APPLICATION

541-870-3774

For Office Use Only - Date Rec'd:

APPLICATION FOR ADDRESS: _____

Failure to fill-in all blank lines will constitute an incomplete application. If any lines are not applicable to your situation, please write "N/A" on those blank lines.

Monthly Rent \$ _____ Amount of Deposit \$ _____ Upon applicant(s) approval, you will have 24 hours to pay your Deposit to Hold. If applicant(s) fails to do so, it will be assumed they have refused the unit and the next applicant(s) in line for the same unit will be processed. _____ (Applicant's Initial)

PERSONAL INFORMATION

Name: (First, Middle, Last) _____ Cell phone: () _____ - _____

SS # _____ - _____ - _____ Birth date: ____/____/____ Drivers license # & state _____ / _____

Email address _____ # of persons to occupy unit: _____

RENTAL HISTORY:

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

Since ____/____/____ to ____/____/____ Landlord _____ Phone _____

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

Since ____/____/____ to ____/____/____ Landlord _____ Phone _____

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

Since ____/____/____ to ____/____/____ Landlord _____ Phone _____

Have you ever: Been evicted? yes no; Been sued by Landlord? yes no; Filed Bankruptcy? yes no; Been convicted or plead no contest to a crime? yes no. If yes to any of these, explain:

Why are you vacating your current place of residence? _____

Have you given legal notice where you are now living? yes/no What kind? _____

EMPLOYMENT/FINANCIAL/REFERENCE

INCOME - ALL SOURCES (Including parent support)

Employer: _____ Hire Date? _____ Telephone: () _____ - _____

Position: _____ Supervisor: _____ Take home pay / mo. \$ _____ full-time / part-time

Other income (per month) \$ _____ Source _____ Telephone () _____ - _____

Other income (per month) \$ _____ Source _____ Telephone () _____ - _____

Other income (per month) \$ _____ Source _____ Telephone () _____ - _____

BANK ACCOUNTS:

Bank: _____ Branch: _____ Checking Acct #: _____

Bank: _____ Branch: _____ Savings Acct #: _____

REFERENCES

Nearest Relative _____ Relationship _____ Telephone () _____ - _____

Emergency Contact _____ Relationship _____ Telephone () _____ - _____

Local Contact _____ Relationship _____ Telephone () _____ - _____

Personal Reference: _____ Relationship _____ Telephone () _____ - _____

Personal Reference: _____ Relationship _____ Telephone () _____ - _____

EMERGENCY CONTACT/PERSONAL PROPERTY:

LIST OTHER OCCUPANTS

(First & Last Name): _____

PERSONAL PROPERTY

Automobile: Make/Model _____ Color _____ License Plate # _____ State _____

Musical instruments? yes/no Kind: _____

I am aware that an incomplete application may cause delays or result in denial of tenancy. I further agree that any false information placed on this application shall be cause for me to be denied. I certify the above information is correct and complete. I hereby authorize you to make any inquiries you feel necessary to evaluate my eligibility for tenancy.

Applicant Signature

_____/_____/_____
Date

APPLICATION SCREENING GUIDELINES

APPLICATION POLICY: We require one application for each adult, 18 years or older. We require government-issued photo identification for each adult applicant, and we screen each adult individually. We do not accept incomplete applications. We review completed application in the order in which they are received. If, after a good faith effort, we are unable to verify information on your application or if an applicant fails to pass any one step, the application process will be terminated and we will move on to the next application.

APPLICATION REQUIREMENTS: We may obtain a credit report and criminal history report, and may verify rental history and employment/income history. We may also run a credit check, criminal history check, and income verification on cosigners (if applicable).

PREVIOUS RENTAL HISTORY: We require verifiable positive rental history or home ownership and no previous history of eviction.

INCOME REQUIREMENTS: We must be able to verify sufficient income. Verifiable sufficient income may mean, but is not limited to: employment paychecks, bank accounts, alimony/child support, trust accounts, Social Security, unemployment, welfare, grants/loans, and housing assistance.

CREDIT REQUIREMENTS: We may use credit reports to verify the accuracy of the information provided by applicants. A negative credit report may result in an application denial. Negative reports include, but are not limited to: lay payments, collections, judgements, total debt load and bankruptcy.

CRIMINAL HISTORY: Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant(s) or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent.

COSIGNER REQUIREMENTS: If an applicant is unable to meet one or more of our screening requirements, a cosigner may be required. A cosigner must complete a cosigner agreement and have verifiable gross monthly income of at least three times the amount of the monthly rent. A cosigner agreement is binding for the entire term of the tenancy and shall only terminate when the tenant's debt obligation terminates. We reserve the right to notify the cosigner about any information related to the tenancy which we deem necessary.

REASONABLE ACCOMMODATIONS: As required under federal, state and local fair housing laws, applicants with disabilities may request reasonable accommodations/modifications related to their housing. All requests must be made to the Property Manager specifying the nature of the requested accommodation/modification. It is recommended, but not required, that such request be made in writing. All animals approved to live in a rental property under a reasonable accommodation request must be spayed/neutered, vaccinated, city/county licensed, and proof of each must be produced prior to the animal(s) moving into the rental property.

GENERAL REQUIREMENTS:

- If an applicant is unable to meet one or more of our screening requirements, an additional security deposit and/or cosigner may be required.
- Any information provided that is incomplete, inaccurate or falsified may be grounds for denial of the application or subsequent termination of tenancy.
- Applicants may be rejected on the demeanor in which they treat the owners or their agents or other parties present.

GENERAL REQUIREMENTS CONTINUED:

- If you believe you will not meet one or more of our application guidelines, we welcome you to submit your application for consideration anyway. To provide further explanation about why you do not meet one or more of the screening requirements, feel free to make notes on the rental application or attach an additional paperwork, as necessary.

DUXPLEX PROPERTY ACCEPTANCE POLICY:

Once approved and offered the property, applicants have until 4:00 p.m. of the following day to accept. If applicants do not respond within that time period, we will move on to the next application. The next step for the approved applicant is to bring in the security deposit in the form of a **cashier's check or money order** within 24 hours. *(If a cosigner is required, the applicant will at this time be given a cosigner agreement, which the cosigner must complete in the presence of a notary public and returned to DuxPlex Properties; the process will continue once this document is received.)* The applicant will call utility companies to set up any applicable utilities in his/her own name at least one week prior to move-in. An appointment will then be set for signing the rental agreement, typically the next business day.

Possession of the property will be given to the new tenant at the time tenancy begins as indicated on the rental agreement. All documents must be signed and dated, and all terms agreed to. No "negotiations" will be granted. The tenant will also at this time pay a prorated rent for the month of move-in. All money must be paid up front; no payment plans without prior agreement will be allowed. At the time all of these steps are complete, the tenant will receive keys to the rental unit and be allowed to move-in. The move-in process is now complete and copies of all signed paperwork will be sent to the email address listed here-in. After move-in, tenant agrees to allow regular inspections.

FEES TO BE AWARE OF AFTER YOU TAKE POSSESSION:

1. Repairs necessitated by tenant(s) negligence or abuse shall be billed to tenant(s) at the rate of not less than \$45.00 per hour plus any other expenses incurred. Failure to pay within 30 days shall be grounds for eviction.

2. Unauthorized pets are grounds for immediate eviction and/or additional fees of up to \$500.00 per occurrence.

"Visiting" pets are considered unauthorized pets.

3. Late fee: Any monies not received by 11:59 p.m. on the **4th day of the month** in which they are due will result in a \$50.00 late fee.

4. Return check fee: There will be a return check fee of \$25 charged for each returned check in addition to the actual bank charges/penalties incurred by owner/agent. Should this cause funds to be collected later than 11:59 p.m. on the 4th day of the month in which they are due, there will also be a \$50.00 late fee assessed.

5. Owner/agent certifies that the rental unit is equipped with smoke alarms and carbon monoxide detectors as required by ORS 90.479. Owner/agent certifies and tenants acknowledge that smoke alarms and carbon monoxide detectors are in good working order at this time. Tenants acknowledge they are responsible for testing the smoke alarms and carbon monoxide detectors no less than once every six months and must notify manager immediately in writing of any operating deficiencies. Any smoke alarm or carbon monoxide detector that is tampered with, disabled or not maintained by tenants in good working order is subject to a \$250.00 fee per occurrence.

6. Late payment of utility fee: \$50.00.

7. Failure to clean pet waste, garbage, rubbish or other waste fee: \$50.00

8. Parking violation or other improper use of a vehicle fee: \$50.00.

9. Early termination of a fixed term lease shall be charged one and one-half times the monthly rent or actual damages, as determined by DuxPlex Properties at their discretion at the time of accounting.

10. Any monies owed by tenants may be consigned to a collection agency, small claims court or circuit court. Tenants expressly authorize DuxPlex Properties, its agents, and/or owner the right to collect any and all costs, fees, expenses, charges and incurred interest associated with the attempt to collect and/or the collection of any debts or monies owed under this contract. Tenants financial obligation under this contract expressly includes the actual debt, and all other costs, fees, expenses and charges (including financial expenses related to the collection activity of a Collection Agency), specifically including those in excess of the actual debt. Interest on said debt to be charged at a rate of ten percent compounded monthly.

Carpet Cleaning:

1. Owner/agent had the carpets, if any, cleaned or shampooed using specialized equipment immediately before the tenancy. The landlord may deduct the cost of carpet cleaning regardless of whether the tenant cleans the carpet before delivery of possession of the premises.

I certify the above information is correct and complete and hereby authorize you to make any and all inquiries you feel necessary to evaluate my tenancy. I understand and accept the screening criteria and fee disclosure. I understand that anything found to be untrue may result in an immediate rejection of this application and would be grounds for immediate termination if a rental agreement has been entered into.

Applicant Signature

Date