

Mt. Bachelor Property Management Application Packet

\$55 application fee paid by money order/cashier's check



Property address that you are applying for:

(Address, City, State, Zip)

NONDISCRIMINATION POLICY



We do business in accordance with Fair Housing Law.

We do not discriminate among Applicants based on membership in a protected class including, race, color, religion, sex, sexual orientation, national origin, disability, marital status, familial status, source of income, or any other protected class as defined in any federal, state or local law

PROCESS, GUIDELINES AND REQUIREMENTS

1. We do not allow cosigners so do not submit an application for a co-signer.
2. Each resident over the age of 18 must submit a separate rental application. THIS INCLUDES ANY ADULT CHILDREN WHO ARE 18 OR OVER.
3. We require a screening fee of \$55 none of which is refundable unless Mt Bachelor Property Management has not begun to review the applicant. Only apply if you are sure you want to be considered for the property in which you are interested.

APPLICATION PROCESS

- We offer an application form to everyone.
- We review completed applications in the order we receive them.
- We may require up to 3 to 5 business days to verify information on an application.

SCREENING GUIDELINES

Complete Application

- Each applicant over the age of 18 must submit an individual application for your application to be complete.
- Applications must be signed and dated. We will not review incomplete applications. We do not refund incomplete applications.
- Applicants must show one piece of government-issued identification, this must include a photograph.
- We will accept the first qualified applicant(s).

Prior Rental History

- A favorable rental history of 3 years must be verifiable from unbiased and unrelated sources.
- No evictions. If you have any eviction history or are in collections due to non-payment of rent your application will be automatically denied.
- Applicants must provide the information necessary to contact past landlords.

Income/Resources

- Your gross household income shall be at least three times the monthly rent.
- Income must be verifiable through pay stubs, employer contact, award letters for Social Security, alimony, child support, welfare, utility or housing assistance, current tax records, bank statements or trust certificates.
- Your last THREE months of verifiable income must be attached to your application. If only income is based on funds in checking/savings. You must have proof of one year's rent in the account.

Credit History

- Negative credit reports may result in denial of the application. Negative reports include, but are not limited to: late payments, collections, judgments, total debt held, and bankruptcy. Credit scores under 600 may be subject to additional deposits or denial.

Please note if your credit is frozen or you input inaccurate information, you will need to be re-screened with the accurate information or once your credit is unfrozen. The charge for the re-screening is \$45

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 that would adversely impact the health, safety or right of peaceful enjoyment of the premises of the residents, owner/agent. All other charges will be reviewed and considered.

Pets/ No pets

- All animal information for Mt. Bachelor Property Management is to be current on OurPetPolicy, our animal management system. All animals including Pets and Assistance Animals (animals required because of a disability) need to have all information up to date. For standard household pets, there is an annual charge of \$35 for the first pet, and \$20 for any subsequent pets, paid to OurPetPolicy. There is no cost for indicating that there are no animals in the unit, and there is no cost for assistance animals. PET: If you are applying and you have a pet, please make sure that the property accepts animals. In most cases, an additional deposit will be required if approved. <https://scan.ourpetpolicy.com/lease-packet/2PKL52> Pets under three are approved at our discretion and often will require a much higher security deposit. All pets must be spayed or neutered.
- ESA and support animals: Applications review process is free but can take longer to review so please make sure you have included your ESA documentation: <https://scan.ourpetpolicy.com/lease-packet/2PKL52>
- NO PET: Follow the link below and answer the few questions to verify you do not have a pet. <https://scan.ourpetpolicy.com/lease-packet/2PKL52>
- Breeds that are not accepted as pets for Homeowner Insurance Issues are as followed: Pit Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chows Chows, Doberman Pinschers, Akitas, Wolf-hybrids, Mastiffs, Cane Corsos, Great Danes, Rottweilers, Alaskan Malamutes, Siberian Huskies, and any mix with these breeds. Please get started by selecting a profile category on our landing page. Copy and paste the following link in another tab: <https://scan.ourpetpolicy.com/lease-packet/2PKL52>

Explanations/Exceptions

- All applicants may submit a written explanation with their application if there are extenuating circumstances that require additional consideration.
- If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.
- Exceptions may be made for applicants with increased deposits or qualified co-signers at the sole discretion of the Owner/Agent.
- Our leasing and acceptance policy is to lease to the first qualified applicant(s).

APPROVAL:

If approved, an applicant must sign the lease and pay the security deposit in full within 24 hours of receiving the lease document. If the lease is not signed and payments aren't made, we will move on to the next applicant in line and your application will be canceled without refund. Payment can be made on our tenant portal.

FALSIFICATION OR MISREPRESENTATION OF ANY PART OF THE APPLICATIONS WILL BE GROUNDS FOR DENIAL.

****Along with this application, you will also need to provide proof of income (3 month's of complete paystubs or a current job offer letter), copy of front and back of government issued ID or driver's license, and \$55 application fee. Application fees can be paid by money order or cashier's check. Your application will not be considered complete until all of these things have been received.****

Previous Address: _____

Unit: _____

City: _____

State: _____

Zip code: _____

Dates resided at this address: _____ to _____

Rent amount: _____

Why did you move? _____

Previous Landlord name: _____

Telephone: _____

Email: _____

Previous Address: _____

Unit: _____

City: _____

State: _____

Zip code: _____

Dates resided at this address: _____ to _____

Rent amount: _____

Why did you move? _____

Previous Landlord name: _____

Telephone: _____

Email: _____

Previous Address: _____

Unit: _____

City: _____

State: _____

Zip code: _____

Dates resided at this address: _____ to _____

Rent amount: _____

Why did you move? _____

Previous Landlord name: _____

Telephone: _____

Email: _____

Add as many previous addresses that applies to you.

INCOME/ EMPLOYER

1. Employer/ Company Name: _____

How long have you been employed? _____

Job Title: _____

Gross income (per month): _____

Hours worked per week: _____

Supervisor name: _____

Supervisor telephone: _____

2. Employer/ Company Name: _____

How long have you been employed? _____

Job Title: _____

Gross income (per month): _____

Hours worked per week: _____

Supervisor name: _____

Supervisor telephone: _____

Add as many employers that applies to you.

Other income (per month): _____

Source of income: _____

Telephone: _____

QUESTIONNAIRE

Have you ever

Been Evicted? Yes / No

If yes, please explain: _____

Been Sued by a Landlord? Yes / No

If yes, please explain: _____

Been convicted or please guilty or no contact, to a crime? Yes / No

If yes, please explain: _____

PERSONAL PROPERTY

Automobile #1.

Make: _____

Model: _____

Year: _____

License Plate: _____

State: _____

Automobile #2.

Make: _____

Model: _____

Year: _____

License Plate: _____

State: _____

Other (vehicles, boats, motorcycles, etc.)

Make: _____

Model: _____

Year: _____

License Plate: _____

State: _____

Add as many vehicles that applies to you.

Do you own the following:

Trampoline? Yes / No

Water-filled furniture? Yes / No

Fish tank or aquarium? Yes / No

PETS/ ESA

Animal #1:

Type/ Breed: _____

Age: _____

Weight: _____

Is this an ESA? Yes / No

Has this animal ever injured anyone or damaged anything? Yes / No

Animal #2:
Type/ Breed: _____

Age: _____

Weight: _____

Is this an ESA? Yes / No

Has this animal ever injured anyone or damaged anything? Yes / No

Add as many pets/ ESAs that applies to you.

OUTSTANDING DEBTS

Please list below all outstanding Past Due payment obligations and/or collections accounts.

Past due debts 1.

To Who? _____

Amount? _____

Past due debts 2.

To Who? _____

Amount? _____

Add as many debts that applies to you.

MEMBERS OF HOUSEHOLD

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

Name/ Age: _____

Name/ Age: _____

Name/ Age: _____

Name/ Age: _____

Name/ Age: _____

Add as many people that applies to you.

REFERENCES

Reference 1:

Relation: _____

Name: _____

Phone: _____

Reference 2:

Relation: _____

Name: _____

Phone: _____

Reference 3:

Relation: _____

Name: _____

Phone: _____

INFORMATION RELEASE CONSENT

Information Requested by:

Owner/ Agent/ Company: Mt Bachelor Property Management

Contact: Anika, Leasing

Mailing address: 642 NW Arizona Ave

PO Box:

City: Bend

State: OR

Zip code: 97703

Telephone: (541)640-5551

Email: info@4rentbend.com

Information Requested for

Applicant name: _____

Telephone: _____

Email: _____

I certify the above information is correct and complete and hereby authorize the Owner/Agent to make any inquiries the Owner/Agent feels necessary to evaluate my tenancy and credit standing (including, but not limited to credit reports). If Owner/Agent is requiring payment of an Applicant Screening Charge, I acknowledge receiving a copy of and/or reading Owner/Agent's Application Screening Guidelines.

I understand that I have the right to dispute the accuracy of any information provided to the Owner/ Agent by a screening service, credit reporting agency, financial institution, previous employer, personal reference nor other third party information resource.

Applicant Signature

Date