

Invest Rite Realty Group LLC

6331 Ventura Ln Central Point, Oregon 97502

Phone: 541-973-9113 Fax: 541-664-2025

Applicant Screening Policies

Application Process

Applications may be turned in prior to viewing a property.

We do offer application forms to everyone who inquires about a rental.

We review completed applications in the order they are received.

We may require up to 72 hours to verify information on an application.

If we are unable to verify information on an application, the application may be denied.

Applications may be denied based upon demeanor, unacceptable behavior or attitude.

Upon signing of rental agreement, Rent, Deposit, a Non-Refundable Floor Care Fee and a Move-In Fee may be required. Certain variables in the application process may require an additional deposit and/or co-signer.

Application fees to be paid by Cash or Money Order. No Checks, Credit, or Debit.

Complete Application

A non-refundable **\$25.00** application fee will apply for each ADULT APPLICANT OVER THE AGE OF 18.

We will not review incomplete applications.

We will accept the first qualified applicant(s).

Identification

Applicants must show identification which must include a photograph.

Prior Rental History

Rental history of current and previous landlord references from unbiased/unrelated sources is required. 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. Prior eviction(s) may result in denial of application.

Sufficient Income/Resources

Rent (excluding utilities) shall be at a ratio of 33% of gross household income.

Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records. Employment MUST be verifiable.

Credit/Criminal/Public Records Check

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

Invest Rite Realty Group LLC represents the owners of this property. "We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race,color,religion,sex,handicap,familial status, or national origin." Invest Rite Realty Group LLC complies with and bases its policies on the Oregon Landlord Tenant Law.

Check # _____
Cash _____
Receipt# _____

Applicant Screening Charge Receipt

Applicant Name(s): _____

Applicant Name(s): _____

Applicant Name(s): _____

Applicant Name(s): _____

Property Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant Screening Charge means any nonrefundable payment of money charged by Invest Rite Realty Group LLC of a prospective tenant prior to entering into a rental agreement with that applicant for a residential unit. The purpose of the fee payment is to process an application for a rental agreement with Invest Rite Realty Group LLC I/We have read, understand and have had any questions answered regarding the above information:

Applicant **Date**

Applicant **Date**

Applicant **Date**

Applicant **Date**

I hereby acknowledge the receipt of the applicant screening charge:

Invest Rite Realty Group LLC **Date**

Application To Rent

Address of Property you wish to rent:_____

Date You Wish To Move In_____ **How Long Do You Wish To Rent**_____

Number of Occupants 18 and Over:_____

Number of Occupants 18 and Under:_____ Name and D.O.B. For Occupants Under 18

Name_____ D.O.B._____

Name_____ D.O.B._____

Name_____ D.O.B._____

Name_____ D.O.B._____

Applicant #1

Applicant Name _____
Current Phone Number: (____) _____ Cell Number: (____) _____
Email Address _____
Work Numbers (____) _____ ALT Number (____) _____
SS# _____ D.O.B. _____ D.L.Number _____ State _____
Employer _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Position _____ Direct Supervisor _____
Contact Number _____ How Long ? _____
Verifiable Take Home Pay _____

Present / Former Addresses

Address: _____ City _____ State _____ Zip _____
Present Landlord _____ Phone # _____
Landlord Address _____ City _____ State _____ Zip _____
How Long There? _____ Why Are You Moving?

Former
Address _____ City _____ State _____ Zip _____
How Long There? _____ Why Did You Move ?

Former Landlord _____ Phone# _____

Additional Address: _____ City _____ State _____
Landlord _____ Phone# _____
Why Did You Move ?

Applicant #2

Applicant Name _____
Current Phone Number: (____) _____ Cell Number: (____) _____
Email Address _____
Work Numbers (____) _____ ALT Number (____) _____
SS# _____ D.O.B. _____ D.L.Number _____ State _____
Employer _____ Phone # _____
Address _____ City _____ State _____ Zip _____
Position _____ Direct Supervisor _____
Contact Number _____ How Long ? _____
Verifiable Take Home Pay _____

Present / Former Addresses

Address: _____ City _____ State _____ Zip _____
Present Landlord _____ Phone # _____
Landlord Address _____ City _____ State _____ Zip _____
How Long There? _____ Why Are You Moving?

Former
Address _____ City _____ State _____ Zip _____
How Long There? _____ Why Did You Move ?

Former Landlord _____ Phone# _____

Additional Address: _____ City _____ State _____
Landlord _____ Phone# _____
Why Did You Move ?

Please note that the following questions apply to both applicants

Have you or any other person named on this application ever rented or applied with Invest Rite Realty Group LLC. ___ Yes ___ No

If yes, when did you rent or apply with Invest Rite Realty Group LLC and what was the address ? _____

Have you or any other person named on this application ever filed bankruptcy? _____

If yes, what date, county and state is bankruptcy filed: _____

Have you or any other person named on this application ever been evicted with or without court proceedings from any rental unit? _____

If yes, explain. _____

Have you or any other person named on this application ever willfully and/or intentionally refused to pay rent when due? _____

If yes, explain. _____

Have you or any other person named on this application, ever been convicted of dealing or manufacturing illegal drugs? _____

Have you or any other person on this application ever been convicted of a crime? _____

If yes, explain. _____

Do you or any other person on this application smoke cigarettes, cigars, or pipes?

_____ Yes _____ No

Do you or any other person named on this application have a waterbed or aquarium ?

_____ Yes _____ No

Will there be pets living in this residence? _____ How Many? _____

Breed _____ Color _____ Weight _____

Breed _____ Color _____ Weight _____

Breed _____ Color _____ Weight _____

Number of cars kept at property _____

Make _____ Model _____ Color _____ LIC# _____

Make _____ Model _____ Color _____ LIC# _____

Make _____ Model _____ Color _____ LIC# _____

Make _____ Model _____ Color _____ LIC# _____

Are you currently renting/leasing from a friend or relative? _____

If yes, Explain _____

Please List Emergency Contacts

_____	Phone _____	Relation _____
_____	Phone _____	Relation _____
_____	Phone _____	Relation _____
_____	Phone _____	Relation _____

I offer the foregoing information as inducement to Invest Rite Realty Group LLC for rental screening purposes. I declare said foregoing information to be true and correct and do hereby authorize Invest Rite Realty Group LLC To conduct an employment, criminal and credit check and to verify the information provided. I understand I will be denied if I have misrepresented any information on this application. If misrepresentations are found after a rental agreement is signed , my tenancy is subject to termination. I understand that the \$25.00 application fee is non-refundable regardless of outcome.

Signature _____ Date _____

Signature _____ Date _____