



Each Office Is Independently Owned And Operated

CENTURY 21
The Neil Company Real Estate
2245 NW Stewart Parkway
Roseburg, OR 97470
Phone (541)673-4417 Toll Free 1-800-982-3497

APPLICATION TO RENT

DATE RECEIVED TIME APPLICANT # MOVE IN DATE

PROPERTY ADDRESS START APP NOW: YES NO VIEWED INSIDE: YES NO

PERSONAL INFORMATION

Name: First Middle Last Phone:

S.S.# Birth Date: / / Driver's License, State and #:

Spouse Name: First Middle Last Phone:

S.S.# Birth Date: / / Driver's License, State and #:

Maiden Name or Other Names Used Previously: First Middle Last

RESIDENTIAL HISTORY

Current Address: City/State/Zip:

Since: / / Why are you moving?:

Landlord Name Phone: Rent Amount:\$

Previous Address: City/State/Zip:

From / / to / / Why did you move?:

Previous Landlord: Phone: Rent Amount:\$

Previous Address: City/State/Zip:

From / / to / / Why did you move?:

Previous Landlord: Phone: Rent Amount:\$

Previous Address: City/State/Zip:

From / / to / / Why did you move?:

Previous Landlord: Phone: Rent Amount:\$

Are you related to or friends with any of the above listed landlords, if so which ones?

EMPLOYMENT/INCOME

Current Employer: Phone: Since:

Job Title: Take Home Pay (Per Month):\$ F/T: PT:

Previous Employer: Phone: From to

Job Title: Take Home Pay (Per Month):\$ F/T: PT:

Spouse Employer: Phone: From to

Job Title: Take Home Pay (Per Month):\$ F/T: PT:

Previous Employer: Phone: From to

Job Title: Take Home Pay (Per Month):\$ F/T: PT:

Other Income (per month) \$ Source Phone:

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; Filed Bankruptcy? Yes No; Been Convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain:

BANK REFERENCES

Bank: _____ Branch: _____
 Bank: _____ Branch: _____

PERSONAL REFERENCES**Next of Kin:**

Name: _____ Address: _____ Relationship _____ Phone: _____

Emergency Contact:

Name: _____ Address: _____ Relationship _____ Phone: _____

PERSONAL PROPERTY

Automobile: Make _____ Color _____ Model _____ Year _____ License# _____ State _____
 Automobile: Make _____ Color _____ Model _____ Year _____ License# _____ State _____
 Other Vehicles?Boats _____ Model _____ Year _____ License# _____ State _____
 Do you own the following: Piano/Organ? Yes No Water-filled furniture? Yes No Fish Tank or Aquarium? Yes No

PET #1: Type/ Breed _____ Name _____ Age _____ Weight _____
 PET #2: Type/ Breed _____ Name _____ Age _____ Weight _____
 Has pet(s) ever injured or damaged anything? Yes No Photo of pet will be required.

APPLICANT'S COMMENTS & EXPLANATIONS:

MEMBERS OF HOUSEHOLD

For purpose of identification only, please list names and date of birth of other persons to occupy unit:

Name: First _____ MI _____ Last _____ Birth Date ____/____/____
 Name: First _____ MI _____ Last _____ Birth Date ____/____/____
 Name: First _____ MI _____ Last _____ Birth Date ____/____/____
 Others _____

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) credit history including credit standing;
 - b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
 - c) information verification;
 - d) current obligations and credit ratings; and
 - e) criminal records.
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge of \$25 per applicant, none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from the date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

Applicant _____ Date _____ Spouse _____ Date _____



APPLICANT SCREENING POLICIES

CENTURY 21 The Neil Company Real Estate / Property Management

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APPLICATION PROCESS

- We offer application forms to anyone who inquires about a rental property.
- We review **completed** applications in the order in which we receive them.
- We may require three (3) or more business days to verify information.
- If we are unable to verify information on an application, the application shall be considered incomplete and may be denied.

APPLICATION SCREENING PROCESS

Complete Application

- Unless joint applicants are married, each must submit an individual application.
- **We will NOT review incomplete applications.** If any information is not filled in, we will return it to you.
- We will accept the first qualified application.

Identification

- Applicants must provide two (2) pieces of identification.
- One piece of identification must include a current photograph of applicant.

Prior Rental History

- Rental history of 3 years must be verifiable from unbiased/unrelated sources.
- Applicants must provide information necessary to contact prior landlords. We reserve the right to deny an application, if, after making a "good faith" effort; we are unable to verify rental history.
- Exceptions may be made for an applicant with an increased deposit.

Sufficient Income/Resources

- Net household income shall be at least two (2) times the monthly rent (excluding utilities).
- Income/Resources must be verifiable through pay stubs, employer contact, current tax records &/or bank statements.
- If the combination of your monthly personal debt, utility costs and rent payments will exceed 65% of you monthly income, your application will be denied.

Credit/Criminal/Public Records Check

- A credit report, criminal and public records check shall be obtained on each application.
- 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.
- Any recorded **FED** (Forcible Entry & Detainer) shall result in automatic denial of application.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____



EQUAL HOUSING
OPPORTUNITY

This list of Applicant Screening Policies is subject to change.

CENTURY 21
The Neil Company Real Estate Management Services
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Rental Policies and Procedures

CENTURY 21 The Neil Company Real Estate management service does business in accordance with the Federal Housing Law.

Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendments Act of 1988.

CENTURY 21 The Neil Company Real Estate property management service does not discriminate in the rental housing on the basis of the following:

- | | | | | | | |
|---|-----------------------------------|------------------------------|--|-----------------------------------|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Sex | <input type="checkbox"/> National Origin | <input type="checkbox"/> Handicap | <input type="checkbox"/> Family Status | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Seeing/Hearing Eye Dog | <input type="checkbox"/> Religion | | | | | |

YOUR APPLICATION MAY BE DENIED IF

- **You, your roommate(s), your guest(s) or a family member demonstrate aggressive, obnoxious, or objectionable behavior either previously or to our staff.**
- You misrepresent any information on your application.
- Previous landlords report complaints/noncompliance activity
- Any FED(Forcible Entry Detainer)or any other eviction
- If an application is incomplete i.e. omission of phone numbers, addresses, landlord and employment information.
- Your credit report shows accounts that are not current.
- If you have been convicted of a crime.
- Drive by inspection of your current address

The following are CENTURY 21 The Neil Company Real Estate Property Management Service’s Rental Policies and Procedures:

"Applicant Screening Charge", means any nonrefundable payment of money charged by an owner/agent of a prospective tenant or applicant prior to entering into a rental agreement with applicant for a residential dwelling unit, the purpose of which payment is to process an application for a rental agreement for a residential dwelling unit.

- **Each applicant over 18 years of age requires a non-refundable processing fee of \$25.00**
- If children under the age of ten (10) are to reside in the apartment, adult supervision must be provided as required by Federal, State, and Local law.
- Any recorded or unrecorded **FED** or judgment may or may not result in denial of application.
- Any collections reported or unreported may or may not result in denial of application.
- Higher deposits or additional deposits may be required i.e. rental history, credit issues, and pets.
- Security Deposit must be paid in full prior to moving in.
- The first month’s rent must be paid in full prior to moving in.
- No cash or credit cards accepted for application charges or rent payments.
- Co-signers may be accepted at the discretion of the agent/property owner. Co-signers will be required to submit a completed application for review.
- Security deposit remains with the unit; no amount of the security deposit will be refunded to a roommate vacating premises early.

I/We certify that I/we have read and understand and received a copy of this policy and procedure statement.

Applicant _____ Co-Applicant _____

Mailing Address _____

Applicant E-Mail _____ Co-Applicant E-Mail _____

Personal References (name and phone number):

Applicant _____ Co-Applicant _____



ASSOCIATED SCREENING, INC

PO BOX 790
MEDFORD, OR 97501
(866) 477-1127 * (541) 608-2832* FAX (866) 314-3423
www.associated-credit.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that ASSOCIATED SCREENING, INC. (ASI, Inc.) will be processing my rental application & may access my credit information from the national repositories. I authorize my references and creditors to release, to ASI, Inc., all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand ASI, Inc. has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the credit report. I further authorize ASI, Inc. to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Dated this _____ Day of _____ Year _____

Applicant's LEGAL NAME _____

Applicant's Signature: _____

Spouse's LEGAL NAME: _____

Spouse's Signature _____

Applicant SS#: _____ Applicant Date of Birth: _____

Spouse SS#: _____ Spouse Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Applicants Phone # _____

Business Requesting Report: CENTURY 21 THE NEIL CO

AMBER OLINGHOUSE	(541) 673-4417	(541) 673-8041	93048099
Ordered By	Phone Number	Return Fax/Email	Account Number

IMPORTANT: IF APPLICANT'S ARE NOT MARRIED, SEPARATE APPLICATIONS MUST BE FILLED OUT
Please select the type of report you require by checking the appropriate box

SILVER REPORT
Credit Report

GOLD - AIM REPORT
AIM, Credit Report, NATIONAL Felony & Misdemeanor
Check, Eviction Check

PLATINUM REPORT AIM
Credit Report, Eviction Check
Felony & Misdemeanor Check
Rent Verification, Verification of Employment
(Include Application to Rent for platinum)

ADDITIONAL REPORT OPTIONS

<input type="checkbox"/>	Business Credit Report (\$60)
<input type="checkbox"/>	Multi- State Criminal
<input type="checkbox"/>	Additional State - Criminal
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Additional State - Eviction
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Landlord Verification
<input type="checkbox"/>	County Search
<input type="checkbox"/>	Employment Verification

Reports can be faxed back to us at 1-866-314-3423 or emailed to cs@associated-credit.com

NO CASH PLEASE!

Once application is approved tenant(s) must sign reservation and pay monies due! **Units will not be held.**

Your application **will not** be accepted until you provide all of the following items!

- Screening Charge:\$25 per applicant, check or money order only!
- Photo ID and Social Security Card
- Verification of income: pay stubs, bank statements, child support, unemployment, social security, pension.
- Landlord and employment phone numbers

If you are downloading our application from the internet you will need to mail it to us with all of the above items to be put in line for a desired property. We will not rent out a unit until at least one of the applicants has viewed the inside.