



APPLICATION SCREENING PROCESS & GUIDELINES

APPLICATION PROCESS

- An application is available to any person interested in any of the rental properties we manage.
- Each person over 18 must complete an application and meet all credit scoring, employment/ income verification and rental history requirements and pass a criminal background check.
- **A non-refundable \$45 per person screening fee must be paid with each completed application.**
- Applicant(s) with 10 or more non-medical or any utility collection items on their credit will be denied.
- **Allow 2-3 business days for processing.**
- The application process will be terminated, if at any time, an applicant is aggressive, rude, disrespectful, forceful, confrontational or unprofessional with any Pennbrook Management & Leasing staff.
- No medical or recreational marijuana may be grown or consumed anywhere on the premises without prior written approval of management and owner. Any person who is a current illegal substance abuser will not be considered.
- **Be sure to bring government issued photo identification and copies of your sources of income or your application will be considered incomplete and will not be processed.**

SCREENING GUIDELINES

Application

- Submitted applications must have all required documentation to be considered complete.
- Completed applications are reviewed in the order they are received. The first qualified applicant(s) will be accepted.

Rental History & Employment

- Five (5) years of eviction-free history is required. Eviction actions that were dismissed or resulted in a judgement for applicant will not be considered.
- We will contact previous landlord(s) for the last 3 years. Previous rental history must be from unrelated/unbiased sources.
- Applicant(s) may be denied if rental history is not acceptable or if we are unable to verify employment or rental history. It is your responsibility to provide us with phone numbers to contact employers and rental references. Information obtained may require an additional security deposit. We do not pay fees for employment or rental history verifications.
- Exceptions may be made for first time renters with a qualified co-signer. Co-signer must complete an application, pay a screening fee, exhibit exceptional credit, meet all other rental criteria, and be on rental agreement.

Source(s) of Income

- Applicant(s) household net income must be two (2) to three (3) times the currently monthly rental rate. However, if applicant(s) will be using housing assistance as a source of income, applicant(s) income must be two (2) to three (3) times the rental rate the applicant(s) will be responsible for paying. Not the portion of rental rate being paid by housing assistance.
- 2 years of verifiable income is required. Acceptable forms of verification are 2 months most recent pay stubs or an employer statement of earnings, recent bank statement and/or a current tax return.
- Exceptions may be made for renters with a qualified co-signer. Co-signer must complete an application, pay a screening fee, exhibit exceptional credit, meet all other rental criteria and be on rental agreement.

Pet Requirements

At the time Rental Agreement is signed, the following is required

- Proof of renter's insurance
- Verification from veterinarian that all shots are current
- Evidence that pet is licensed in Deschutes County.

Credit & Criminal History

- A third-party consultant is used to conduct a search of public records and provided us with each applicant's credit and criminal history.
- Each applicant's criminal background will be reviewed. Applicants with evictions or judgments in last five (5) years will not be considered.
- Applicant(s) with a conviction or pending charges for illegal manufacture or distribution of a controlled substance, a sex offence, a crime involving financial fraud including identity theft and forgery; or any other felony may not be considered.

- If applicant(s), has a conviction in their past which would disqualify them under these criminal conviction criteria, and desires to submit additional information along with the application so an individualized assessment (described below) may be conducted upon receipt of the results of the public records search and prior to a denial, applicant(s) should do so.
- Otherwise, applicant(s) may request the review process after denial as set forth below, however, see third point under "Criminal Conviction Review Process" below regarding holding the unit.
- A single conviction for any of the following, subject to the results of any review process, shall be grounds for denial of the application.
 - Felonies involving: murder, manslaughter, arson, rape, kidnapping, child sex crimes, or manufacturing or distribution of a controlled substance.
 - Felonies not listed above involving: drug-related crimes, person crimes, sex offenses, crime involving financial fraud, including identity theft and forgery; or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the landlord or the landlord's agent, where the date of disposition has occurred in the last 7 years.
 - Misdemeanors involving: drug related crimes, person crimes, sex offenses, domestic violence, violation of a restraining order, stalking, weapons, criminal impersonation, possession of burglary tools, financial fraud crimes, where the date of disposition has occurred in the last 5 years.
 - Misdemeanors not listed above involving: theft, criminal trespass, criminal mischief, property crimes or any other crime if the conduct for which applicant was convicted or is charged is of a nature that would adversely affect property of the landlord or a tenant or the health, safety or right of peaceful enjoyment of the premises of the residents, the Landlord or the landlord's agent where the date of disposition has occurred in the last 3 years.
- Conviction of any crime that requires lifetime registration as a sex offender will result in denial.

Criminal Conviction Review Process.

- Owner/Agent will engage in individualized assessment of the applicant's or other proposed occupant's, Convictions if applicant has satisfied all other criteria (the denial was based solely on one or more Convictions) and:
 - Applicant has submitted supporting documentation prior to the public records search; or
 - Applicant is denied based on failure to satisfy these criminal criteria and has submitted a written, request along with supporting documentation.
- Supporting documentation may include:
 - letter from parole or probation office;
 - Letter from caseworker, therapist, counselor, etc.;
 - Certifications of treatments/rehab programs;
 - Letter from employer, teacher. etc.
 - certification of trainings completed;
 - Proof of employment; and
 - Statement of the applicant.

Owner/Agent will:

- Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts. Owner/Agent may request additional information and may consider whether there have been multiple Convictions as part of this process.
- Notify applicant of the results of Owner/Agent's review within a reasonable time after receipt of all required information
- Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.



NON-COMPLIANCE / FEE DISCLOSURE

- Extra keys \$5 per key
- Late charge/fee (rent paid after 4th) \$75 per occurrence
- Dishonored check (NSF) \$35 + bank charges
(After 2nd occurrence we will only accept cashier's checks or money orders)
- Smoke Alarm/Carbon Monoxide alarm tampering fee \$250 per occurrence
- Smoking in a designated nonsmoking unit or area \$250 per occurrence
(this includes marijuana for recreation/medical purposes)
- Parking violation \$50 per occurrence
- Noise violation \$50 per occurrence
- Failure to clean up pet/service animal waste, garbage, cans or butts \$50 per occurrence
- Unauthorized pet \$250 per occurrence
- Late payment or failure to pay utility \$50 per occurrence
(Plus, the utility bill)
- General lease violations \$50 per occurrence
- Unauthorized roommate \$50 per occurrence
(Plus, you risk receiving a 72-hour notice to vacate)
- Non-removal of satellite dish upon move-out \$50 per dish
- Lease break fee/Early Termination 1.5 times the rent
(1.5 times the rent- must be paid on date termination/notice is given)
- Maintenance fee for tenant caused issues \$60 per hour
(examples: clogged toilets, clogged/non-working disposals, repairs, painting, damages, etc.)
Drive time will be included in total time
- Tenant lock out after hours (not a guarantee we will unlock) \$75 per occurrence
(tenant locks themselves out Tenant-may need to call a locksmith)
- Lock change at US Post Office \$40
(we recommend a lock change, as we cannot guarantee all keys have been returned)

ABANDONED PROPERTY/TRASH

Any abandoned property left in the rental will be disposed of and will not be held. Tenants will be charged \$60 an hour for the removal time and disposal fees associated with any abandoned property and/or trash.


**THE
PENNBROOK COMPANY**
250 NW Franklin Ave #204 Bend OR 97703

RENTAL APPLICATION

Property Address: _____ Unit #: _____ Unit Rent: \$ _____

Property Name: _____ Preferred Move-in Date: ____/____/____ Screening Fee: **\$45/adult**

Smoking Policy: **Varies by Property** _____

APPLICANT PERSONAL INFORMATION

Full Legal Name: _____

SS #: _____^{First} Birth Date: ____/____/____^{Middle} Driver's License State & No.: _____^{Last}

Applicant Phone: (____) _____ Cell Phone: (____) _____ Email: _____

Present Address: _____ City: _____ State: _____ Zip: _____

From: ____/____/____^{Month Year} To: ____/____/____^{Month Year} Why are you moving? _____

Name of Landlord: _____ Landlord Phone No.: (____) _____ Amount of Rent: \$ _____

Have you given legal notice where you now live? Yes No How did you hear about our property? _____

Previous Address: _____ City: _____ State: _____ Zip: _____

From: ____/____/____^{Month Year} To: ____/____/____^{Month Year} Why did you move? _____

Previous Landlord: _____ Landlord Phone No. (____) _____ Amount of Rent: \$ _____

Other States and Countries you have Lived in During the Past 5 Years: _____

PROPOSED OCCUPANT(S)

Name: _____ Occupation: _____ Age: _____

Name: _____ Occupation: _____ Age: _____

Name: _____ Occupation: _____ Age: _____

Name: _____ Occupation: _____ Age: _____

PROPOSED PET(S)

Type/Breed: _____ Size: _____ Weight: _____ Age: _____

Type/Breed: _____ Size: _____ Weight: _____ Age: _____

EMPLOYMENT/INCOME

Employer: _____ Occupation: _____ Phone No: (____) _____

Supervisor: _____ Monthly Take Home Pay: \$ _____ Years employed: _____

Previous Employer: _____ Occupation: _____ Phone No: (____) _____

Supervisor: _____ Monthly Take Home Pay: \$ _____ Years employed: _____

Other Current Income: \$ _____ Source: _____ Proof of Income: _____

Other Current Income: \$ _____ Source: _____ Proof of Income: _____

Have you established retail credit? Yes No Have you ever filed Bankruptcy? Yes No

EMERGENCY / PERSONAL REFERENCE INFORMATION

Emergency Contact: _____ Phone No: (____) _____ Phone No: (____) _____

Relationship: _____ Address: _____ City/State/Zip: _____

Emergency Contact: _____ Phone No: (____) _____ Phone No: (____) _____

Relationship: _____ Address: _____ City/State/Zip: _____

VEHICLE(S) INFORMATION

Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____
Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____

APPLICANT QUESTIONNAIRE

Do you intend to use: Waterbed Fish Tank/Aquarium Musical Instrument: _____

Have you ever been evicted? Yes No If yes, date: _____

Have you ever been sued by a previous landlord? Yes No Do you have renters insurance? Yes No

Have you or any person who will be occupying the unit ever been convicted, pled guilty or no contest to any felony or misdemeanor?
 Yes No If yes, who? _____

When? _____ Where? _____ What? _____

Applicant's questions and explanations: _____

APPLICANT AUTHORIZATION

Owner/Agent may obtain a tenant screening and /or consumer credit report which generally includes: credit history, obligations and ratings; income; employment; rental history; public records i.e. judgments, liens, evictions; criminal court records.

Screening Company used: **TenantData PO Box 5404 Lincoln NE 68505-0404 800.228.1837 ext. 204**

You have the right to dispute the accuracy of the information provided to the Owner/Agent by the screening company or credit reporting agency.

Owner/Agent requires payment of application screening fee of \$45.00 which is non-refundable unless Owner/Agent does not screen Applicant. Application is valid for up to two (2) weeks from the date of receipt by Owner/Agent.

Applicant acknowledges receiving a copy of Owner/Agent's Screening Criteria Disclosure.

If the application is approved, applicant will have **24 hours** from the time of notification to either execute a rental agreement and make all required deposits or make deposit to hold the unit and execute a deposit to hold agreement which will provide for the forfeiture of the deposit if applicant fails to occupy the unit. If applicant fails to take the steps required above in a timely manner, he/she will be deemed to have refused the unit and the next application for the unit will be processed.

GOOD FAITH ESTIMATE

There are approximately _____ units currently available or will be available in the near future of the size and in the area requested.

There are approximately _____ applications previously accepted and currently under consideration for above mentioned units.

If blanks above are not filled in, there is at least one unit available and no applications ahead of yours currently under consideration.

By signing below, I certify the above information is true and correct and hereby authorize Owner/Agent to make any inquiries necessary to evaluate my tenancy and credit standing. I understand giving incomplete or false information is grounds for rejection of this application. I understand if any information supplied on the application is later found to be false, it is grounds for termination of tenancy.

Applicant _____ Date _____

FOR OFFICE USE

Picture ID verified _____ Owner/Agent notes: _____