



APPLICATION FOR RENTAL AND CREDIT INFORMATION

FOR PROPERTY LOCATED AT:	NO ANIMALS PERMITTED AT THIS PROPERTY UNLESS SPECIFIC AUTHORIZATION IS GIVEN
MONTHLY RENT: \$	MOVE-IN SECURITY DEPOSIT: \$

PLEASE NOTE THAT ONLY COMPLETE AND ACCURATE APPLICATIONS WILL BE PROCESSED

It is understood that this application is for the rental of the above referenced unit. The application fee of **\$55.00 CASH PER ADULT** is non-refundable. If your application is approved, applicant must pay all deposits due as listed on this application immediately. Unless and until all deposits are paid, unit may be rented to another applicant. Applicant hereby grants permission to the owner/manager and/or agents to obtain rental/credit & criminal reports and information necessary to verify all information on this application. If tenant fails to rent the unit after the application is approved and deposits are paid, then all deposits will be forfeited. **CRITERIA FOR RESIDENCY ON BACK SIDE OF THIS APPLICATION**

(LEGAL) First Name MI Last Name	Soc. Sec. (REQUIRED)	Date of Birth	Phone #
ROOMMATE TO FILL OUT SEPERATE APPLICATION	Email	Cell Phone #	
ONCE YOUR APPLICATION IS APPROVED, YOU WILL HAVE 5 BUSINESS DAYS TO SIGN PAPERWORK AND TAKE POSSESSION			
RESIDENCE HISTORY (if your current residency is less than 1 year please provide previous Landlord information. If your Landlord is or was a friend or family member, please indicate below.)			
Present Address, including zip	Present Rent	How Long at This Location	
Landlord's Name and Address	Phone # ()	Fax# ()	Reason For Leaving
Previous Address, Including zip	Rent	How Long at This Location	
Landlord's Name and Address	Phone #	Reason for Leaving	
EMPLOYMENT HISTORY (If current employment is less than 12 months, please provide previous Employer information)			
Current Employer	Monthly Salary	Supervisor's Name	Start Date
Address City State Zip	Employer Phone		Occupation/Department
Previous Employer	Monthly Salary	Supervisor's Name	How Long
Address City State Zip	Employer Phone		Occupation/Department
ADDITIONAL INCOME-List any additional source of income and amounts:			
CREDIT AND LOAN REFERENCES (LIST ALL CURRENT MONTHLY PAYMENTS)			
Auto Loan	Monthly Payment		
Mortgage Loan	Monthly Payment		
Credit Cards	Monthly Payment		
Boats, Motorcycles, Motor homes, etc.	Monthly Payment		
Student Loans or Other Obligations	Monthly Payment		
EMERGENCY INFORMATION			
Nearest Relative	Relationship	Address City State Zip	Phone
Emergency Contact	Relationship	Address City State Zip	Phone
OTHER INFORMATION			
[Redacted]		How many vehicles will you be parking at the property?	

LIST BELOW ALL PETS YOU INTEND TO MOVE INTO THE HOME YOU ARE APPLYING FOR		
Type of Pet(s):	Breed(s)	Height(s) & Weight(s)

HAVE YOU OR ANYONE WHO WILL BE RESIDIING IN THE UNIT EVER BEEN CONVICTED OF A CRIMINAL OFFENSE?	YES	NO
ARE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT REQUIRED TO REGISTER AS A SEX OFFENDER?	YES	NO
HAVE YOU EVER BEEN ASKED TO VACATE OR HAVE YOU BEEN EVICTED BY A CURRENT/PREVIOUS LANDLORD?	YES	NO
IF YES: COMPLEX NAME, CITY, STATE		

I certify that the above information is correct and complete and hereby authorize you to do a credit check and make any inquiries you feel necessary to evaluate my tenancy and credit standing. I understand that giving incomplete or false information is grounds for rejection of this application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. Owner/agent has charged a screening charge as set forth above. Applicant has the right to dispute the accuracy of any information provided to the owner/agent by the screening service of the Credit Reporting Agency. The screening service is Pacific Screening Inc., P.O. Box 25582, Portland OR 97298 (503 297-1941. If the applicant is approved, applicants will have **48 hours** from the time of notification to either execute a rental agreement and make all deposits required hereunder or make a deposit to execute a rental agreement which will provide for the forfeiture of the deposit if applicants fail to execute the rental agreement. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed. Owner/Agent shall have no liability to applicant until such time as a rental agreement is signed by both parties. Applicant acknowledges receipt of a copy of the Criteria for Residency. The information contained in this application is true and complete.

Applicant's Signature

Date

CRITERIA FOR TENANCY

1) OCCUPANCY POLICY

- a. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing.
- b. Typical occupancy standards permit two people per bedroom.
- c. An exception to the occupancy standard can be made if an infant will be staying with his/her parent or other adult(s) having legal custody of the child.

2) APPLICATION PROCESS

- a. Complete the application for the unit you are interested in.
- b. **ALL APPLICATIONS MUST BE TURNED IN IN-PERSON BY THE APPLICANT**
- c. A \$ 55.00 screening fee paid in CASH or with a Money Order will be required before processing your application. The screening fee is the cost of ordering a resident screening report. Screening entails verification that individual application meets the requirements listed below. All prospective Tenants of Delta Management must complete and pass a background check before be considered for tenancy.
- d. It may take up to 3 business days to complete the verification process.
- e. If the application is approved and you accept the available unit, you will be required to:
 - 1) One business day after your application is approved, the deposit must be in our office to hold the unit for you. The deposit will be Non – Refundable if you do not sign a lease. After your lease is signed the deposit will change to fully refundable as to the terms of the lease.
 - 2) Sign a rental agreement in which you will agree to abide by all the rules and regulations; and 1st full month's rent up front.
- f. If the application is approved and you decide not to rent or the application is denied, you will forfeit your \$ 55.00 non-refundable screening fee.

3) GENERAL REQUIREMENTS

- a. Positive identification with a picture will be required.
- b. **A complete and accurate application listing current or at least one recent third-party rental reference will be required. Rental history must be from a non-related third party. References from parents, family members or friends will not be accepted. If you do not have not have a third-party reference from a legitimate landlord, your application will not be accepted.**
- c. Each individual over the age of 18 will be required to submit their own application, this applies to married couples as well,
- d. Primary applicants must be eighteen years of age or older, have previous verifiable third-party rental history, provide proof of income and demonstrate credit worthiness.
- e. Inaccurate, fraudulent, or unfavorable information discovered for any individual applicant may result in denial of all applications for the household.

4) INCOME REQUIREMENTS

- a. Monthly household income will be verified and should be at least 2.5 times the stated monthly rent. Single individuals applying to live in the same household must qualify separately at 2.5 times the monthly rent.
- b. A current paycheck stub showing wages year to date or other proof of income will be required when submitting this application.
- c. Unemployed applicants will be required to provide proof of verifiable income. (Examples of verifiable income may be but are not limited to: Unemployment Wages, Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Welfare, Grants/Loans).
- d. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- e. **If you have not been on your current LOCAL job for at least 6 months, your application will not be accepted.**
- f. You will be denied if your source of income cannot be verified.

5) RENTAL REQUIREMENTS

- a. At least 1 year of recent, positive verifiable rental history from a third-party reference will be required.
- b. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current to reflect positive rental history.
- c. 5 years of eviction free rental history will be required.
- d. Negative rental histories will be grounds for denial.

6) CREDIT REQUIREMENTS

- a. **Good credit will be required.**
- b. Outstanding bad debt (i.e. Slow pay, Collections, Bankruptcies, Repossessions, Liens, Judgment & Wage Garnishment programs) being reported on the credit bureau and any collections being reported on the credit bureau may result in denial.
- c. Bankruptcy will result in denial.

7) CRIMINAL CONVICTION CRITERIA

- a. Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of **any crime. A conviction or convictions for any felony, or misdemeanor involving theft, dishonesty, assault, intimidation, drug related or weapons charges shall be grounds for denial of the rental application.**
- b. Open criminal cases or outstanding warrants in the above categories will require the application to be held until the courts make final resolution. Normal processing will continue at such time.

8) DISABLED ACCESSIBILITY

Delta Management allows existing premises to be modified at the full and complete expense of the disabled person if the disabled person agrees to restore the premises at their own expense to the pre-modified condition. Delta Management requires:

- a. The applicant to seek the landlord's written approval before making modifications.
- b. Reasonable assurance (in writing) that the work will be performed in a workmanlike manner.
- c. Reasonable details regarding the extent of the work to be done.
- d. Names of qualified contractors that will be used.
- e. Appropriate building permits and the required licenses must be made available for inspection by the landlord.

WHEN SUBMITTING THIS APPLICATION, PLEASE MAKE SURE YOU HAVE:

- 1) \$55.00 Cash or Money Order payable to Delta Management, this is for the required Credit & Background Check (This fee applies for anyone 18 or older).
- 2) A valid ID or Driver's License
- 3) Contact information for previous landlords (Must be within past 5 years & from a third party)
- 4) Proof of income or some valid documentation showing your year to date income. Generally a paystub will do. If you do not receive paystubs then a computer print-out from your employer, bank statements showing your pay being deposited into your account on a regular basis, or last year's tax returns will be acceptable.
- 5) In most cases, a valid Social Security number will be required to make a determination, if you do not have a valid Social Security number it is likely that your application will not be accepted.