



BELL REAL ESTATE, INC.
630 River Rd. Eugene, OR 97404
Telephone: (541) 688-2060 FAX: (541) 688-9728
COMMERCIAL APPLICANT SCREENING CRITERIA

Date: _____ APPLICANT NAME: _____

CURRENT ADDRESS OF APPLICANT: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE #: _____

SCREENING FEES: \$30.00 PER INDIVIDUAL/COMPANY
CASH OR MONEY ORDER ONLY. NO CHECKS ACCEPTED.

Applicant is urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate piece of paper. **Failure to meet the screening criteria may be grounds for:** (1) the denial of the application or (2) the requirement of a co-signer who will also be required to meet the screening criteria and/or (3) the requirement of payment of an additional deposit. Upon discovery, any **incomplete, inaccurate, illegible or falsified information** may be grounds for rejection of the application or termination of the execution agreement or rental agreement.

1. APPLICATION PROCESS

- A completed application that is legible, verifiable and accurate must be submitted by the owner/business representative who is over the age of 18 or:
 - Under the age of 18 who is living apart from the person's parent, parents or legal guardian and who is either: 16 or 17 years of age; emancipated; married; pregnant and expecting the birth of a child who will be living in the physical custody of the person or; the parent of a child or children who are living in the physical custody of the person (ORS 109.510 and 109.697).
- Applicant shall provide two (2) pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$30.00 per applicant/business shall be paid at the time of application. **This charge is NONREFUNDABLE and must be paid in CASH OR MONEY ORDER. NO CHECKS ACCEPTED.**
- We will verify rental history, references, business information and credit reports for the owner and/or business to verify financial information and may obtain a criminal report on the business owner.
- If the application is denied in whole or in part on information received from the screening, the applicant will be notified in writing of that fact at the time of denial. If you are denied due to your credit report information, we will provide you with the name and address of the credit reporting agency to allow you to obtain a copy of the report and correct any inaccurate information.

2. SOURCE AND AMOUNT OF INCOME

- Total business income shall be three (3) times the amount of monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
 - Copies of the businesses last tax return.
 - Balance in bank accounts and/or available loans
 - If other income, copies of investment reports or other financial data that can prove source, amount, frequency and duration of income.

3. INCOME AND DEBTS

If the applicant has monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall be not more than 50% of the total monthly income.

4. RENTAL REFERENCES

The applicant shall provide information necessary to verify business rental for the past two (2) to five (5) consecutive years. New businesses may require a co-signer and/or an additional security deposit. Inability to contact and verify your rental history with your landlords after two attempts may result in the denial of your application.

5. LIMITATIONS

- Vehicle parking may be limited at certain properties.
- Pets are only permitted at certain properties. German Shepherds, Doberman Pinchers, Rottweilers, and Pit Bulls are strictly prohibited at all Bell properties.
- Commercial units are non-smoking units unless specified in the lease; smoking is allowed on the exterior of the unit only with proper cleanup and disposal of cigarette butts, etc.
- Modifications to the property are generally at the renter’s expense unless agreed to in writing by the agent/owner.

6. ARREST AND CONVICTIONS

Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied.

7. DEMEANOR AND BEHAVIOR

The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered. We may require the presence of all possible occupants for the application interview.

8. ACCEPTANCE POLICY

When you are notified that your application has been approved, you have 24 hours to bring in the security deposit in certified funds (money order or cashiers check) to reserve the unit and complete the reservation deposit form. Inability to pay the deposit within the 24-hour period will be cause to deny the application. The unit will not be considered reserved until the reservation deposit form has been completed. At the time that the rental is deemed ‘ready to rent’ by Bell Real Estate, it will be held no more than seven (7) days for the approved applicant to sign the rental agreement and pay the rent, fees and any other monies due.

9. OUR POLICIES

- All of our units rent as a one year or longer leases that will revert to a month-to-month agreement at the end of the lease term unless the leases are renewed or one party gives notice to the other to vacate. If you vacate before the end of the lease, you will be responsible for a \$250.00 fee for breaking the lease and the balance still owing on the lease or until the property re-rents.
- Bell Real Estate, Inc. requires that all businesses maintain liability, fire and theft insurance for their business. Tenants must provide Bell Real Estate, Inc. with proof of insurance within fourteen (14) days of move in.
- Any detrimental information provided or discovered during or after the application process in reference to income, credit, business references, criminal information, demeanor or behavior may be grounds for denial of your application, cancellation and refund of the execution deposit or termination of tenancy.
- **IN ORDER TO BE PLACED IN POSITION FOR A PROPERTY, ALL INFORMATION MUST BE COMPLETED IN ACCORDANCE WITH THE APPLICATION CHECKLIST LOCATED ON THE LAST PAGE OF THIS APPLICATION. FAILURE TO PROVIDE ALL REQUESTED INFORMATION AND FEES WHEN YOU TURN IN YOUR APPLICATION WILL RESULT IN YOUR APPLICATION BEING PLACED IN THE HOLDING FILE. DURING THIS TIME ANOTHER APPLICATION COULD BE PLACED IN POSITION AHEAD OF YOU. WE SCREEN ON A FIRST COME, FIRST SERVE BASIS**
_____ (Please Initial)

I hereby acknowledge receipt of this disclosure. I authorize Bell Real Estate to verify rental history, employment and any other references they feel are necessary to finish the screening of this application.

APPLICANTS PRINTED NAME: _____

Applicant Signature

Date



COMMERCIAL LEASE APPLICATION
BELL REAL ESTATE, INC. 630 River Rd. Eugene, OR 97404
Phone: (541) 688-2060 FAX: (541) 688-9728



Application fee: \$30.00 per business including \$30.00 for cosigners
APPLICATION FEES ARE TO BE PAID IN MONEY ORDERS OR CASH ONLY AND ARE NONREFUNDABLE.

Property address you are applying for: _____
 Date unit wanted: _____ Type of business: _____

Business Applicant Information

Owners Name: _____ SS#: _____
 Date of birth: _____ Driver's license #/State: _____
 Owners Home Address: _____
 Owners Phone Numbers: (W) _____ (H) _____ (C) _____
 Business Name: _____ Years of Operation: _____
 Business Phone: _____ Business Tax ID#: _____
 Description of business: _____

Rental History

Current Business Address: _____ City: _____ State: _____ Zip: _____
 Current Business Phone: _____ Date of move-in: _____ Rent/Mtg. Amount: \$ _____
 Reason for moving: _____
 Landlord's name: _____ Address: _____ Phone: _____
 Relationship to landlord: Relative Friend Professional NONE - Own
 Past Business Address: _____ City: _____ State: _____ Zip: _____
 From: _____ To: _____ Reason for moving: _____
 Past landlord's name: _____ Address: _____ Phone: _____
 Rent/Mtg. Amount: \$ _____ Relationship to landlord: Relative Friend Prof. or Owned
 Are you currently being evicted? _____ Have you ever been evicted? _____ Have you ever forfeited
 your security deposit? _____ If YES, explain: _____

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Financial Information

Annual Business Income*:\$ _____ Other Income*: \$ _____
 Sources for Other Income*: _____
 TOTAL INCOME* \$ _____ ***You must provide verification of income.**

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Credit Information

Are you currently in the process of filing bankruptcy? _____ Have you ever filed bankruptcy? _____
 If so, what year? _____ Is the bankruptcy discharged*? _____ ***You must provide verification**
 Do you have a business bank account? _____ Bank name & branch: _____
 Will you be using your personal bank account? _____ Bank name & branch: _____

Business/Personal References (required to provide 3):

Name: _____ Address: _____

Phone: _____ How long have you known them? _____

Name: _____ Address: _____

Phone: _____ How long have you known them? _____

Name: _____ Address: _____

Phone: _____ How long have you known them? _____

Do you intend to use or have on the premises any of the following?

Waterbed(s): _____ Aquarium(s): _____

Musical Instrument(s): _____ Satellite dishes: _____

Do you have Business Liability Insurance: _____ Carrier & policy #: _____

Do you want or intend to allow smoking inside of the commercial space? _____

Have you ever been convicted of or pled guilty to a felony or misdemeanor? _____

Where: _____ When: _____

Explain: _____

I certify that the information I have submitted on this application is correct and hereby authorize Bell Real Estate, Inc. to do a credit check and make any inquiries deemed necessary to evaluate my tenancy. I understand that giving false or incomplete information is grounds for rejection of this application. If any information supplied on this application is later found to be false, it is grounds for termination of tenancy.

If the application is approved, applicants will have 24 hours from the time of notification to either execute a rental agreement and pay all monies required or, if the unit is not available until a future date, to make a deposit to hold the unit and execute the reservation deposit form which will provide for forfeiture of the deposit if the applicant fails to occupy the unit. If applicants fail to take the steps required above in a timely fashion, they will be deemed to have refused the unit and the next application will be processed.

Furthermore, by signing below, **I acknowledge that I have read and understand the screening process and policies of Bell Real Estate, Inc.**

Applicant Signature

Date

Applicant Printed Name (if different than owner)

Bell Real Estate, Inc. adheres to the Americans with Disabilities Act, Federal Fair Housing Act and all state and local laws regarding discrimination. We do not consider race, color, national origin, religion, marital status, familial status, sexual orientation, sex, source of income, disability or age (except where the property meets the requirements of housing for older persons or those who are under the age of 18 and do not meet the requirements under ORS 109.510 and 109.697).

Please take a few moments to complete the application checklist on the next page; it will help ensure that your application will be processed in the order in which it is received and facilitate the rental application screening process.



COMMERCIAL APPLICATION CHECKLIST

To ensure that your application is processed as quickly and efficiently as possible, please remember to include all of the following for your application:

- Application Fee** — We cannot process your application without it. It is \$30 per business and is non-refundable. It must be in the form of either a money order or cash; **NO CHECKS ACCEPTED.**
- Completed application FILLED OUT ENTIRELY**
 - _____ Name and description of business
 - _____ All contact information and phone numbers
 - Owner's phone numbers
 - Current landlord's phone number and address
 - Previous landlord's phone number and address
 - All reference phone numbers and addresses
 - _____ Signatures and initials in all necessary places on all pages
 - _____ Current address and phone number where you can be reached
- Two pieces of ID**
- Proof of business income and/or financial backing**
- Have or be able to procure business liability insurance**

You will most likely require a co-signer if you do not meet the following criteria:

Have at least 2 years of verifiable business operation

Income of at least 3 times the amount of rent per month

Have poor or no business and/or personal credit

If you require a co-signer, don't forget:

- Co-signer application fee** (\$30.00 per co-signer)
- Completed guarantor application**
- Income verification from the co-signer**
 - This can be any of the following:
 - A pay stub
 - The front (main page) of the most recent tax return
 - A bank statement (account number can be blacked out) showing regular deposits in relation to the income indicated on the application.
 - A letter from a manager of supervisor **on company letterhead** that states that your co-signer is employed there and earns however much per month/year/etc.

Once you have completed your application checklist, we should have all we need to complete your application; the sooner we have all of this information, the sooner you will be in your new home.

Happy Renting!

Bell Real Estate, Inc.