



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

Date: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

CURRENT ADDRESS OF APPLICANT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SCREENING FEES: \$40.00 PER INDIVIDUAL**  
**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 all potential occupants over the age of 18 or:
  - Under the age of 18 who are 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).
- Each applicant shall provide two (2) pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$40.00 per applicant 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, personal references, employment, and will obtain a criminal report and a credit report to verify financial information.
- If the application is denied in whole or in part on information received from the tenant 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 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:
  - If employed (minimum 6 months), copies of at least two (2) pay stubs or an employer statement of earnings.
  - If self-employed, copies of last tax return.
  - If other income, copies of assistance checks, retirement investment reports, bank statements 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. HOUSING REFERENCES

The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) to five (5) consecutive years. Information obtained from those related by blood or marriage may require co-signer 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**

- Occupancy may not exceed two (2) people per bedroom.
- 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.
- All rental units are non-smoking units; most units allow smoking on the exterior of the unit only.
- Aid animals and/or modifications to the unit necessary to assist those with disabilities will be allowed.

**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**

- No verbal comments, agreements or statements will be honored or enforced unless in writing and agreed to by Bell Real Estate, Inc.
- Unless otherwise indicated, all of our units rent as a 6-month lease that will revert to a month-to-month agreement at the end of the lease term. If you vacate before the end of the lease, you will be responsible for the balance of rent through the end of the lease. You may also be charged advertising costs to re-rent the unit and utility bills through the end of the lease or until re-rented.
- Bell Real Estate, Inc. may require that all tenants maintain fire and theft insurance for their personal property. Tenants may be required to provide Bell Real Estate, Inc. with proof of renters' insurance within fourteen days of move in.
- Any detrimental information provided or discovered during or after the application process in reference to income, credit, housing 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



Application fee: \$40.00 per individual including \$40.00 for cosigners; 1 application per individual  
 APPLICATION FEES ARE TO BE PAID IN MONEY ORDERS OR CASH ONLY AND ARE NONREFUNDABLE.

Property address you are applying for: \_\_\_\_\_

Date unit wanted: \_\_\_\_\_ Total # of occupants in the unit: \_\_\_\_\_

If a cosigner is necessary, full name of cosigner: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Driver's license #/State: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**Rental History**

Current Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord:  Relative  Friend  Professional LL Phone: \_\_\_\_\_

Past Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord:  Relative  Friend  Professional LL Phone: \_\_\_\_\_

Past Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to landlord:  Relative  Friend  Professional LL Phone: \_\_\_\_\_

Have you ever been, or are you currently being evicted? \_\_\_\_\_ Have you ever forfeited your entire security deposit? \_\_\_\_\_ If YES, explain: \_\_\_\_\_

Are you currently receiving housing assistance? \_\_\_\_\_ If YES, is it a certificate or voucher? \_\_\_\_\_

**Employment Information**

Present Employer: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Phone#: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Gross Pay: \$ \_\_\_\_\_

Other Income\*: \$ \_\_\_\_\_ Sources\*: \_\_\_\_\_

**\*You must provide verification for all sources of income. TOTAL INCOME\* \$ \_\_\_\_\_**

**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**

Is your credit combined with another individual? \_\_\_\_\_ Name of individual: \_\_\_\_\_

**Personal References (required to provide 2)**

Name: \_\_\_\_\_ How long have you known them?: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ How long have you known them?: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Occupancy Information**

Additional Occupants **over the age of 18:**

Name \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Occupants **under 18**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous**

Do you have an animal? \_\_\_\_\_ If yes, how many? \_\_\_\_\_ Is it/are they spayed/neutered? \_\_\_\_\_

List breeds and/or describe animals? \_\_\_\_\_

Age(s): \_\_\_\_\_ Approx. weight(s): \_\_\_\_\_ Gender(s): \_\_\_\_\_

Has the animal(s) caused any property damages or injuries? \_\_\_\_\_

Do you intend you to use any of the following?

Waterbed: \_\_\_\_\_

Aquarium: \_\_\_\_\_

Musical Instrument: \_\_\_\_\_

A satellite dish: \_\_\_\_\_

Do you have Renter's Insurance? \_\_\_\_\_

Are you a full-time student at a local college, trade school or University? \_\_\_\_\_

Do you or members of your family smoke? \_\_\_\_\_ \*\*Smoking is not allowed inside of properties.

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

Where: \_\_\_\_\_ When: \_\_\_\_\_

Explain: \_\_\_\_\_

**Automobiles:**

Total # of vehicles: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

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

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.



## APPLICATION CHECKLIST & FEE DISCLOSURE

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 \$40 per adult who will be living in the unit and is non-refundable. It must be in the form of either a money order or cash; NO CHECKS.
- Completed application FILLED OUT ENTIRELY**
  - \_\_\_\_\_ All contact information and phone numbers
    - Employer's phone number
    - 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
  - \_\_\_\_\_ Names and ages of **EVERYONE** who will be living in the unit
- Two pieces of ID**
- Two recent pay stubs**
- Applications from ALL roommates** (if applicable)

**If you do not meet the following criteria, you will most likely require a co-signer or a higher deposit:**

- **At least 2 years of verifiable rental history**
- **At least 6 months continuous employment with the same employer**
- **Earn at least 3 times the amount of rent per month**

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

- Co-signer application fee** (\$40.00 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 or supervisor **on company letterhead** that states that your co-signer is employed there and earns however much per month/year/etc.

**The option of allowing for a co-signer at a property or the amount of a higher deposit is at the discretion of the owner of the property and/or Bell Real Estate, Inc.**

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!**

### **Rental Agreement Fee Disclosure:**

- Late Fee of \$50.00 for rents under \$500 or 10% of stated or current monthly rent if rent is over \$500
- Return Check Fee of \$25.00 + bank charges + **Late Fee** if late
- Smoke Detector & Carbon Monoxide Detector Tampering Fee of \$250.00 per occurrence
- Violation of a written pet agreement or of a rule relating to pets in a facility is \$50.00 per occurrence.
- Violation Fee of \$50.00 per occurrence for:
  - Late payment of utility or service charge billed to the tenant by the landlord – utility bills are due within 30 days of the mailing date to tenants.
  - Failure to clean up pet waste from a part of the premises other than the dwelling unit.
  - Failure to clean up garbage, rubbish and other waste from a part of the premises other than the dwelling unit.
  - Parking violations and/or the improper use of vehicles within the premises.
- Carpet Cleaning & Window Covering Cleaning will be deducted from the tenant(s) security deposit upon complete vacancy by all tenants.

I hereby acknowledge disclosure by Bell Real Estate of the possible fees charged:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date