

Applicant Code _____
Date Received _____
Date Shown _____

OFFICE USE ONLY

Acct # _____
Receipt # _____
Rec'd By _____

COMMERCIAL PROPERTY MANAGEMENT, INC. RENTAL APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR ALL INDIVIDUALS 18 AND OVER.
A NON-REFUNDABLE FEE OF \$40 MUST ACCOMPANY EACH APPLICATION.
APPLICATION FEES AND INITIAL MOVE-IN COSTS MUST BE FOR EXACT AMOUNT AND CERTIFIED FUNDS.

Applicant Name _____ **Phone #** _____ **Cell Phone #** _____
Work Phone # _____ **Extension #** _____ **Email Address** _____
SSN _____ **D.O.B.** _____ **Drivers License #** _____ **State of Issue** _____

Address of Property you wish to rent _____

Date you wish to move in _____ **How long do you wish to rent?** _____ **Number of Occupants over 18** _____

Number of Occupants under 18 _____

please list names and DOB of occupants under 18

Name _____	D.O.B. _____
Name _____	D.O.B. _____
Name _____	D.O.B. _____
Name _____	D.O.B. _____

Have you ever rented or applied with CPM? Yes or No _____

If yes, when did you rent or apply with CPM? please list address _____

Have you ever filed Bankruptcy? Yes or No _____

If yes, list date, County and State where bankruptcy was filed _____

Have you ever been evicted with or without court proceedings from any rental unit? Yes or No _____

If yes, explain _____

Have you ever willfully and/or intentionally refused to pay rent when due? Yes or No _____

If yes, explain _____

Have you or any person named on this application, ever been convicted of dealing or manufacturing illegal drugs? _____

Have you or any other person named on this application ever been convicted of a crime? Yes or No _____

If yes, list nature of the crime and the date of conviction _____

Do you or any person named on this application smoke cigarettes, cigars, or a pipe? Yes or No _____

If yes, please indicate which of the previous _____

Do you or any person named on this application have a waterbed or aquarium? Yes or No _____

If yes, list items _____



**COMMERCIAL
PROPERTY MANAGEMENT INC.**

Medford Office - 718 Black Oak Drive, Suite A Medford, OR 97504
Ph (541)773-6400 fax (541)776-4589

Ashland Office - 1875 Hwy 99 North, Suite 10, Ashland, OR 97520
Ph(541)482-0326 fax (541)482-1118

Grants Pass Office - 980 SW 6th Street Ste 16, Grants Pass, OR 97526
Ph(541) 955-9193 fax (541) 955-5038

RENTAL APPLICATION (cont.)

Do you have any Pets? Yes or No _____ If yes, how many? _____

Please describe each Breed, Color, and est. weight _____

Breed, Color, and est. weight _____

Breed, Color, and est. weight _____

Number of vehicles to be kept on property _____

Make / Model / License _____

Make / Model / License _____

Make / Model / License _____

Make / Model / License _____

Are you currently renting or leasing from a friend or relative? Yes or No _____

If yes, explain _____

Present Address _____ **City** _____ **State** _____ **Zip** _____

Present Landlord _____ Phone # _____

Landlord Address _____ City _____ State _____ Zip _____

How long there? _____ Why are you moving? _____

Former Address _____ City _____ State _____ Zip _____

Former Landlord _____ Phone # _____

Landlord Address _____ City _____ State _____ Zip _____

How long there? _____ Why did you move? _____

Employer _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Position _____ Direct Supervisor _____ Phone # _____

How long ? _____ Verifiable take home pay(monthly) _____

Other verifiable income Source _____ Amount _____ Interval _____

Please list two emergency contacts (not related or Employer):

1. _____ Phone # _____ Years known _____

2. _____ Phone # _____ Years known _____

Nearest Relative _____ Phone # _____ Relation _____

How did you hear about us ? Drive by? _____ Newspaper? _____ Radio? _____ Television? _____ Referral? _____

Mail Tribune Website? _____ CPM Website? _____ Walk-in? _____ Phone-in? _____ Craigs List? _____ Transfer? _____

I offer the foregoing information as inducement to Commercial Property Management, Inc. for rental screening purposes. I declare said foregoing information to be true and correct and do hereby authorize Commercial Property Management, Inc. to conduct an employment, criminal, and credit check in order to verify the information provided. I understand I will be denied if I have misrepresented any information on this application. If misrepresentations are found after a rental agreement is signed, my tenancy is subject to termination. I understand that the \$40 application fee is non-refundable regardless of outcome.

Signature _____ Date and Time _____



APPLICANT SCREENING POLICIES

Please Read Carefully!

SECTION A: SUBMITTING AN APPLICATION

- 1) Each applicant must submit an individual application with proper references.
- 2) Applications may be turned in prior to viewing a property. The application will not be processed until you tour the property with a company representative and pay the application fee at any one of our office locations.
- 3) **A non-refundable \$40.00 application fee will apply for EVERY person 18 years of age or older who will be residing in the rental unit regardless of familial status.**
- 4) **A non-refundable \$40.00 application fee will apply for EVERY co-signer 18 years of age or older.**
- 5) **We will NOT review any incomplete applications.**
- 6) We will accept the first qualified applicant(s).

SECTION B: APPLICATION PROCESS

- 1) We offer application forms to everyone who inquires about the rental.
- 2) We review completed applications in the order in which we receive them.
- 3) **We may require a minimum of three business days to verify information on an application.**
- 4) If we are unable to verify information on an application, the process may take longer and the application may be denied.
- 5) Certain variables in the application process may require an additional deposit and/or co-signer. The only time a co-signer is considered is if you are a first time renter and/or student.
- 6) **Application fees are to be paid by EXACT CASH or MONEY ORDER ONLY. Unfortunately, we cannot accept checks on application fees.**

SECTION C: IDENTIFICATION

- 1) TWO pieces of Identification are required. Choose one from each group below:

<u>Group A</u>	<u>Group B</u>
Passport (foreign or US)	Social Security Card
US Drivers License	Work Visa or Student Visa
US State issued ID card	

SECTION D: PRIOR RENTAL HISTORY

- 1) Rental history of current and previous landlord references from unbiased/unrelated sources is required.
- 2) Applicants must provide us with the information necessary to contact past landlords.
- 3) We reserve the right to deny an application, if after making a good faith effort; we are unable to verify prior rental history.
- 4) Prior eviction(s) may result in denial of an application.

SECTION E: SUFFICIENT INCOME/RESOURCES

- 1) Gross household income shall be a minimum of 2 1/2 times the rent amount (excluding utilities).
- 2) Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records.
- 3) Employment **MUST** be verified.
- 4) Self-employed applicants **MUST** provide a copy of their most recent tax return, current bank statement and business license.
- 5) Section 8 applicants must demonstrate income that is 2 1/2 times their portion of the rent.

SECTION F: CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

- 1) A credit check and/or criminal public records check will be performed.
- 2) Negative reports may result in denial of an application.
- 3) 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.

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APPLICANT SCREENING POLICIES

Continued

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- 3) 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.

SECTION G: ADDITIONAL DEPOSITS - You may be asked to pay an additional deposit (up to 2x the rent) for the following:

- 1) No credit or poor credit (including slow pay or bankruptcy more than one year ago).
- 2) No landlord references (must be from an unbiased source; no roommate or family references).
- 3) If you have a pet or pets.
- 4) If you are not a US Citizen.

SECTION H: DEPOSIT TO HOLD

- 1) Once the application is approved, we require immediate payment of the deposit to guarantee and hold the unit.
- 2) A Deposit to Hold will hold the unit up to seven (7) days. If for any reason you fail to rent the unit, you will forfeit that deposit, per ORS 90.297.
- 3) If payment is not recieved within 24 hours after being approved, we will continue to market the home for rent.
- 4) The Deposit to Hold must be paid with Certified Funds.

SECTION I: MAILBOX KEYS

- 1) Mailbox keys are handled by the Postmaster. You may need to go to the local Post Office if Commercial Property Management is unable to provide one.
- 2) Typically, the Post Office charges \$40.00 to have the mailbox re-keyed. This expense is a tenant responsibility and is not part of your move-in fees.

SECTION J: DENIALS - You may be denied tenancy and will forfeit your application fee for the following:

- 1) Incomplete or misrepresentation of any information on you application.
- 2) Eviction judgements.
- 3) Collections, judgements or charge-offs in the last seven (7) years.
- 4) Bankruptcy in the last twelve (12) months.
- 5) Negative landlord reference and/or money due to a prior landlord.
- 6) Felony record or three or more misdemeanor charges.
- 7) Applications may be denied based upon demeanor, unacceptable behavior or attitude.

Commercial Property Management, Inc. represents the owners of this property. "We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are not barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, marital status, source of income, sexual oreintation or national origin."

Commercial Property Management, Inc. complies with and bases its policies on the Oregon Landlord Tenant Law.

I hereby certify that I have read and understand the Application Screening Policies listed above:

Signature _____

Date and Time _____

Commercial Property Management, Inc.

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www.commercialpm.com