

VERNON PROPERTY MANAGEMENT, LLC
APPLICATION PROCESS/POLICIES

319 SE Logsdan, Bend, OR 97702
Ph. 541-322-0183 / Fax 541-322-0209
www.rentalsinbend.com

- *No Smoking or burning of substances, including incense*
- *Renters Insurance is Required On Move-In*
- *You Must Own a Vacuum and Own a Lawn Mower*
- *Trampolines And Swing Sets Are Not Allowed*
- *No marijuana, medical or otherwise, may be grown, stored or consumed on the premises.*

Rent, Deposit and Fee Disclosure

(Amounts listed below are subject to change before the rental agreement is executed)

Monthly Rent: \$ _____ Security Deposit: \$ _____ min \$150 more than rent Other Deposit: \$ _____
Deposits may increase depending on screening and other factors

Landlord may charge the following:

- Late charge of \$75
- Smoke Alarm Tampering Fee of \$250
- Dishonored check charge of \$35
- Early lease termination fee of 1 ½ months rent
- Late payment of utility fee of \$50.00 per occurrence
- Failure to clean up pet waste, yard waste, garbage rubbish or other waste fee of \$50.00 per occurrence
- Parking violation or other improper use of vehicle fee of \$50.00 per occurrence

Please review our list of criteria. If you feel you meet the criteria, please apply - because we'd be happy to rent to you. Also, if you have any questions or concerns, please ask.

- * **COMPLETE APPLICATION** One for each person 18 years of age or older. If a line isn't filled in including all phone #'s (or the omission explained satisfactorily), we will return not process your application.
- * There is a **\$40.00 application fee per adult** and is collected from the first qualified applicant. This fee is *non-refundable* and is payable in **CASH, CASHIERS CHECK OR MONEY ORDER ONLY** payable to Vernon Property Management. We will process applications in the order they are received. We will accept the first qualified applicant.
- * We require **two (2)** forms of identification, one of which must be a picture ID. **Proof of a SSN is required from all applicants. Identification must be presented with the completed application.**
- * **RENTAL REQUIREMENTS** Rental history must be verifiable from unbiased sources. 2 years of **positive verifiable rental history** from a third party reference will be required. No rental history will not be accepted. The security deposit may be doubled on tenancy's of 3 or more adults, married or not.
- * **INCOME** The combination of your monthly income must be at least 3 times the rent amount. Income

must be verifiable through pay stubs, employer contact, or tax records. All other income, including self employment, must be verifiable through bank statements or tax records.

CREDIT REQUIREMENTS Good credit is required. Outstanding bad debt (i.e. ...slow pay, collections, repossessions, liens, judgments & wage garnishment programs) being reported to the credit bureau may be cause for denial. No credit will require additional identification verification.

* **ANIMALS** If the house allows animals, the maximum size is 20# for 1 dog. We do not allow puppies. Any dog under 1 year old is considered a puppy. You must provide us with a picture of the animal as well as vet records. We require landlord references for the animal. We must be able to verify weight. Security deposit will be increased if your animal is accepted. Dogs and Cats must be spayed/neutered and cats must be litter box trained. Animal policy varies by property.

* **ROOM MATES** If you are applying as room mates, only the persons originally applying will be allowed in the house. No additional people will be allowed to apply after you are accepted as tenants.

It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

YOU WILL BE DENIED RENTAL IF:

- You misrepresent any information on the application. If misrepresentations are found after rental agreement is signed, your rental agreement will be terminated.
- In the last five years you have ever been convicted of the manufacture or distribution of a controlled substance. In the last five years you have a conviction for any type of crime that would be considered a threat to real property, a threat to another individual, or to other residents' peaceful enjoyment of the property.
- Previous landlords report significant complaint levels of noncompliance activity including, but not limited to:
 - Repeated disturbance of the neighbors/ peaceful enjoyment of the area.
 - Reports of gambling, prostitution, drug dealing or drug manufacture, assault, intimidation, harassment or threatening.
 - Damage to the property beyond normal wear.
 - Reports of violence or threats to landlords or neighbors.
 - Allowing persons not on the rental agreement to reside on the premises.
 - Failure to give proper notice when vacating the property.
- Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.
- Previous landlords would be disinclined to rent to you again for non-payment of rent, late fees, legal costs or damage claims.
- The denial of one applicant will result in the denial of all applicants.
- Personal presentation and demeanor will be taken into consideration.

We do not provide specific reasons for denial. Please read the above requirements carefully to insure that you qualify before applying.

RENTAL AGREEMENT

If you are accepted, the deposit is required within 24 hours to hold the property. Failure to pay the deposit within this time will result in the continued marketing of the property. If you are accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules of the rental agreement. **Prior to move in, proof of renters insurance is required listing the owner as an additional insured or certificate holder.** You will be required to mow at least once every seven days from spring to fall and weeds removed on a regular basis. Do not rent from us if you do not want to take care of the yard. A complete copy of our rental agreement is available for anyone who would like to review it.

CASH, MONEY ORDER, or CASHIERS CHECK will be the **only accepted form of payment for the tenancy at move in.**

Please read your rental agreement carefully, as we take each provision of the agreement quite seriously. Our intention in providing such an agreement is to assure that our tenants are given the best housing we can provide. By signing below, I agree that I have read and understand the policies of application for Vernon Property Management.

I authorize my references and creditors to release to Vernon Property Management, LLC all information necessary to complete the application screening process.

Applicant signature	Date	Applicant signature	Date
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