



# **PREMIER PROPERTIES**

937 Chetco Ave., Suite A / PO Box 7500  
Brookings OR 97415  
Phone: 541-469-7400 ~ 1-800-221-8175  
Fax: 541-469-7054  
E-mail: info.pp.7400@gmail.com  
[www.premierpropertiesbrookings.com](http://www.premierpropertiesbrookings.com)



## **APPLICANT SCREENING POLICIES**

Rental property is shown by appointment only with our office. Persons wishing to inspect rental properties will meet with an agent in the office at 937 Chetco Ave Suite A to be escorted to the property and allowed entrance. Application forms are available to anyone who requests one.

**All applicants must submit separate~Individual Applications**

**Answer all questions completely. Any information that is incomplete, illegible, inaccurate or Discovered as falsified will be grounds for rejection of the application. \$35 fee per application**

### **FILLING OUT THE APPLICATION:**

If we are unable to verify information on an application we reserve the right to decline to rent to applicant. The behavior and demeanor of applicants during the application process will be considered. We review completed applications in the order in which they are received. We may require up to five business days to verify information on an application. Application is valid for up to six months from date of receipt of application by agent.

**IDENTIFICATION:** Applicants must provide PHOTO identification (A COPY WILL BE MADE FOR OUR RECORDS)

### **PRIOR RENTAL HISTORY:**

**Rental history of five (5) years for each applicant, from unbiased and unrelated sources, will be verified.** Multiple applicants shall have a **combined** rental history on at least one property for at least six months. Applicant must provide name and phone number to contact past landlords. Exceptions may be made for applicants. An increased security deposits will apply in these cases.

### **INCOME AND RESOURCES:**

**Please provide a current pay stub plus two full months, if employed. If self-employed or retired, provide front page of most recent 1040 tax return and current bank statement covering 2 months.** We will verify employment. Net household income should be at least three (3) times the rent amount. Prospective tenant must have at least two years in the same line of work and with current employer at least three months.

## **CREDIT / BACKGROUND HISTORY POLICY**

### **CREDIT REPORTS and PUBLIC RECORDS:**

A credit report will be obtained on each adult applicant. A credit score of 620+ is required. Negative reports may result in denial of applicant.

### **CRIMINAL BACKGROUND CHECKS:**

A criminal background check will be obtained. Any individual who has a criminal conviction may be denied tenancy.

## **RENTAL CONTRACT POLICY**

**PERSONAL CHECKS NOT ACCEPTED AT TIME OF MOVE-IN.** All rentals require a minimum of a full month's rent, plus the entire security deposit (equal to two month's rent), paid by cashier's check or money order in advance of occupancy. **DEPOSIT and RENT must be paid in SEPARATE cashier checks or money orders.** Additional \$25 monthly per pet rent plus refundable deposits are required when pets are allowed. This deposit shall be a minimum of **\$350** per each approved animal.

Any information provided on the application that is falsified may be grounds for termination of the rental agreement.

Please tell us how you heard of Premier Properties: Newspaper? \_\_\_\_\_ Drive-by? \_\_\_\_\_ Friend? \_\_\_\_\_ Other \_\_\_\_\_

Application for: Rental address \_\_\_\_\_ Date desired \_\_\_\_\_

Full Name of Applicant: (F) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (L) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's Lic # & State: \_\_\_\_\_

Home phone # (\_\_\_\_) \_\_\_\_\_ Work phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone #'s \_\_\_\_\_

Present Address: \_\_\_\_\_

Street

City

State

Zip

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Why are you moving? \_\_\_\_\_

Mailing address: \_\_\_\_\_

Do any applicants smoke? Yes \_\_\_\_ No \_\_\_\_

Do you have a waterbed or aquarium? Yes \_\_\_\_ No \_\_\_\_

Do you have any pets? Yes \_\_\_\_ No \_\_\_\_ if yes, describe pets in detail: \_\_\_\_\_

**APPLICANT EMPLOYMENT INFORMATION**

Name & Address of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position held: \_\_\_\_\_ Date of hire: \_\_\_\_\_ Net take-home pay: \$ \_\_\_\_\_ per month

Previous Employer if less than 2 years at present job: \_\_\_\_\_ How long at previous job? \_\_\_\_ yrs

Other Sources of Income: \_\_\_\_\_ \$ \_\_\_\_\_ Per Month

**SPOUSE OR PARTNER'S INFORMATION**

Spouse or Partner's name :( F) \_\_\_\_\_ (MI) \_\_\_\_\_ (L) \_\_\_\_\_ Cell phone # :(\_\_\_\_) \_\_\_\_\_

**Name(s) and Birth date(s) of ALL tenants to occupy Residence:**

**LANDLORD REFERENCES**

Please list your current and prior two landlords (Should cover a **five year** time period): Use back side of application for additional addresses, if necessary.

**\*\*Present Landlord:**

Name

Address

Phone #

Address of Rental: \_\_\_\_\_ Dates of residence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent amount paid: \$ \_\_\_\_\_

**Previous Landlord:**

Name

Address

Phone #

Address of Rental: \_\_\_\_\_ Dates of residence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent amount paid: \$ \_\_\_\_\_

**Previous Landlord:**

Name

Address

Phone #

Address of Rental: \_\_\_\_\_ Dates of residence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent amount paid: \$ \_\_\_\_\_

**PERSONAL REFERENCES (Relatives are not accepted as personal references)**

1. Name, address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ What is your relationship to this person? \_\_\_\_\_

2. Name, address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ What is your relationship to this person? \_\_\_\_\_

**\*\*Person not living with you to contact in Case of Emergency: \*\***

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Name	Address	Phone	Relationship
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**BANK REFERENCES**

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Acct type: Checking \_\_\_\_\_ Savings \_\_\_\_\_

**VEHICLES**

1. Make, year and color of vehicle: \_\_\_\_\_

License number and State: \_\_\_\_\_

2. Make, year and color of vehicle: \_\_\_\_\_

License number and State: \_\_\_\_\_

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Have you or other applicants ever filed for any type of bankruptcy proceedings? Yes [ ] No [ ]  
If yes, list date, county /state of \_\_\_\_\_ Proceedings: \_\_\_\_\_

Have you, or other applicants ever received written notice from any landlord that your tenancy will be terminated; had eviction proceedings commenced against you; or ever been evicted with or without court proceedings in any court, in any state, by any landlord?  
Yes [ ] No [ ] If yes, please explain \_\_\_\_\_

Have you ever been convicted of a felony? Yes [ ] No [ ] If yes, please explain \_\_\_\_\_

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**CREDIT / BACKGROUND HISTORY CHARGE DISCLOSURE**

1. Owner/Agent may obtain a credit report on prospective tenant, which generally consists of credit history including credit standing; information verification; current obligations and credit ratings; and/or criminal records. Owner/Agent is currently using Tenant Data for this service.
2. Owner/agent is charging a fee of \$35 per adult, none of which is refundable unless the owner/agent does not order a credit/background history report on the prospective tenant. Credit / Background History Reports are valid for up to two weeks from date of receipt by owner/agent.
3. Upon receipt of the rental application and Credit / Background History fee, owner/agent may conduct a search of public records to determine whether the prospective tenant has been convicted of any crime within the previous 10 years. A conviction for any felony or any misdemeanor, which involves theft, dishonesty, assault, drug related or weapons charges may be grounds for denial.

I hereby certify and verify that the foregoing rental application form has been completed truthfully and accurately. I understand that the landlord will be relying upon my answers and statements in this application in considering me as a prospective tenant, and that I have the right to dispute the accuracy of any information provided to the Landlord. I authorize the landlord to make any inquiries and to receive access to any information from any credit reporting agency, employer or reference listed in this application to enable landlord to evaluate my qualifications as a prospective tenant.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

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DATE & TIME APPLICATION RECEIVED: \_\_\_\_\_ INITIALS: \_\_\_\_\_

**For Office Use:** Explain any exceptions to screening policy here: \_\_\_\_\_

Rent to Income Ratio: \_\_\_\_\_ References Verified: Yes / No Income Verified: Yes / No Credit Report Dated: \_\_\_\_\_

Criminal Background Dated: \_\_\_\_\_ Reason Declined \_\_\_\_\_