



## R&R Properties of Eugene, LLC

### RENTAL APPLICATION SCREENING GUIDELINES

#### Required items when applying for a rental:

- Application completed in full by each adult 18 years and older (incomplete applications with **NOT** be processed).
- Applications must be signed and dated.
- **NO APPLICATIONS WILL BE ACCEPTED WITHOUT VIEWING THE PROPERTY FIRST, HOWEVER WE OFFER AN APPLICATION FORM TO EVERYONE.**
- Copy of ALL applicant's driver's license(s) or photo identification card(s).
- Proof of income (pay stubs from past three months, recent tax forms, etc.).
- Photo of pet(s) if applicable (email to [charlie@randreugeneproperties.com](mailto:charlie@randreugeneproperties.com)).
- **Application fee of \$50 for each adult 18 years and older.**
  - Application fees are non-refundable and will not be applied towards rent or deposits.
  - All deposits and move-in costs must be paid by cashier's check or money order. Personal checks will be accepted after initial move-in costs are paid.

#### **IF YOU ARE EMAILING YOUR APPLICATION, PLEASE CALL**

#### **OUR OFFICE AT 541-505-9907 TO MAKE SURE THE APPLICATION WAS RECEIVED**

#### Information on the application and screening process:

- Applications will **NOT** be processed until the application fee has been collected.
- We will accept the first qualified applicants.
- If we are unable to verify information on an application, it may be denied.
- Viewing the property is **mandatory** before an application is processed (contact our office if applicant(s) are unable to personally view property so we can discuss an alternative person to view on their behalf).
- If multiple applications are received at the same time, the first qualified applicant(s) will be selected.
- It may take up to three business days for an application to be screened.
- Demeanor and behavior of applicants and associated parties will be strongly considered during application process.
- If application is approved, a deposit to hold the property is required within 48 business hours of notification of approval.

- R&R Properties accepts applications as soon as prospective applicants or their representative views the unit and we will accept applications until we get an approved applicant. Applicants may request additional time to ensure that they have meaningful access to the rental application.

#### **Income:**

- Net household income shall be at least three times the gross monthly rent.
- Applicant(s) must provide verification of income including amount for last three months.
- Income must be verifiable through pay stubs, tax returns, financial aid letters, bank statements, letter from employer, award letters for social security, alimony, child support, welfare or housing assistance.

#### **Credit History:**

- We may require you to submit a copy of your credit report obtained within the past 30 days.
- Negative credit reports may result in denial of application. Negative reports include, but are not limited to: late payments, collections, judgements, total debt load, and bankruptcy.

#### **References and rental history:**

- All references (landlords and personal) must be correct and verifiable for application to be considered.
- Rental history of one year must be verifiable from unbiased and unrelated sources.
  - Exceptions may be made with an increased security deposit or approved co-signers.

#### **Criminal / collections / public records search:**

- We will conduct a search of civil records (background, criminal, credit, and eviction history) on each applicant, and could result in denial of application depending on results of the search.
- Credit-worthiness as associated with payment history may be factored in when determining a prospective tenant's risk.
- Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety or right of peaceful enjoyment of the premises of the residents, owner/agent.
- No evictions within the past five years. We do not consider evictions which took place five years or more ago, nor do we consider evictions which resulted in a dismissal or a general judgement for the applicant.
- Applicants must provide the information necessary to contact past landlords.

#### **Pet policy:**

- Please read Pet Policy.
- All pets will be screened separately.
- Some breeds will not be accepted.
- A photo of each pet is required with an application.

- A refundable deposit of \$400 per pet is required before taking possession of residence.
- Renter's insurance is required upon move-in for tenants owning pets.