



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 will **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).
- Application fee of \$50 for each adult 18 years and older. (Eugene ONLY - \$10 per 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

Nondiscrimination Policy

- We do business in accordance with Fair Housing Law.
- We do not discriminate among Applicants based on membership in a protective class including, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, familial status, source of income, and any other protected classes defined in any federal, state or local law.

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, or if you fail to pass any of the screening criteria, the application process will be terminated.
- 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.
- All Applicants may submit a written explanation with their application if there are extenuating circumstances which require additional consideration
- 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 excepting nonpayment balances that accrued during the COVID-19 Protected Period (April 1, 2020 – February 28, 2022).

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.
- Applicant is encouraged to provide Supplemental Information to explain, justify or negate the relevance of potentially negative screening outcomes
- 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. We do not consider eviction judgments that were rendered during the COVID-19 Protected Period (April 1, 2020 – February 28, 2022).

- 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.

Approval/Acceptance Process

- All Applicants must sign and return the Deposit-to-Hold Agreement. If Applicant is out of the area, signature must be notarized and original sent to Owner/Agent promptly. Failure to sign the Deposit-to-Hold or mail notarized forms within two business days may result in denial of tenancy.
- Upon notification of the Move-in Date, Tenant(s) must transfer all applicable utilities as outlined below to begin on that date. Failure to set up utilities by the scheduled Move-in Date (regardless of whether or not the Tenant(s) takes occupancy on that date) may result in a denial of occupancy until such time as utilities are transferred and any amounts owing are paid.
- If the Rental Agreement is secured by a Co-Signer, all finalized, original Co-Signer documents must be presented at time of move in, or transfer of possession will not occur until they are delivered, but Rent will accrue from the original Move-in Date.
- Rent accrues from the date the property is ready or the Date of Approval, whichever comes last, regardless of when Applicant/Tenant moves into the Dwelling Unit.