

Items Needed to Complete Your Application

***Two forms of current U.S. government issued I.D's**

***Proof of income (most recent 30 days paystubs)**

***\$35.00/applicant charge for each applicant over 18
(Money order Or Cashier's check only)**

INCOMPLETE APPLICATION(S) WILL NOT BE ACCEPTED

STANDARD APPLICATION: Grants Pass Property Management, Inc.

P.O. Box 1696 Grants Pass, OR 97528 / 541-476-8967 / 541-472-0614 (fax)

*A \$35.00 per applicant non-refundable application screening charge is required and is payable (money order or cashier check only) upon submitting application. APPLICANT ACKNOWLEDGES, UNDERSTANDS & AGREES THAT THE LANDLORD OF THIS PROPERTY DOES NOT ACCEPT OR APPROVE OF THE GERMINATION, GROWING, CULTIVATION OR SALE OF MARIJUANA OR ANY OTHER ILLEGAL SUBSTANCES ON THIS PROPERTY.

Applicant _____ (First, Middle, Last - Please) Co-applicant _____ (First, Middle Last - Please)

Address _____ City _____ State _____ Zip _____

From ____/____/____ To ____/____/____ Rent \$ _____ Landlord _____ Phone _____

Prior Address _____ City _____ State _____ Zip _____

From ____/____/____ To ____/____/____ Rent \$ _____ Landlord _____ Phone _____

Birthdate ____/____/____ SS# ____/____/____ Birthdate ____/____/____ SS# ____/____/____

Occupation _____ Employer _____ Phone _____ Since _____

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Gross Pay \$ _____/mo Gross Pay \$ _____/mo Other \$ _____ Type _____

Have you ever been evicted? _____ When? _____ Reason _____

Have you ever filed bankruptcy? _____ When? _____ Personal? _____ Business? _____

Have you ever been charged with a criminal offense? _____ When? _____

Have you ever been convicted of a felony? _____

Have you ever received deferred adjudication for a crime? _____

CREDIT REFERENCES: Bank _____ Branch _____
Checking# _____ Savings# _____

Installments to _____ Monthly payments \$ _____

Car Payments to _____ Monthly payments \$ _____

Credit Cards _____

Emergency Contact _____ Address _____ Phone _____

Which relative or friend will be able to help you should you have financial problems in the future?

Name _____ Address _____ Phone _____

Name of Physician _____ Attorney _____

Personal reference _____ Address _____ Phone _____

AUTOMOBILES: How many parking spaces are needed? _____

Make _____ Year _____ License# _____ State _____

Make _____ Year _____ License# _____ State _____

Other Vehicles/Boats/RV's _____

PETS: Please note whether indoor, outdoor or both Has pet(s) ever caused injury to anyone? Yes ___ No ___

Type _____ Age _____ Size/Weight _____ Color _____ Name _____ In ___ Out ___ Both ___

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Name of everyone to occupy residence (Please list birth dates of all residents - An application is required for everyone 18 years or older)

Do you own a waterbed? _____ Piano/Organ? _____ Aquarium? _____ Do you have renters insurance?*

*all renters are required to have their own renters insurance- the owner does not provide insurance for you.

Does anyone in your household smoke? _____ If yes: Inside _____ Outside _____ Both _____

I certify the information on this application is correct and hereby authorize inquires you feel necessary for rental consideration and also for future collection purposes if that becomes necessary. I also understand that my references will be checked including, but not limited to, Landlord(s) & employer(s). I understand that a credit report will be accessed by Grants Pass Property Management, Inc. from Tenant Data I understand that poor credit, references, criminal history or any false information on this application will be reason for Denial of this application or grounds for eviction if discovered after a rental agreement has been executed. I also understand that all questions must be answered for rental consideration. By my signature below I have read, agree with, and will abide by the policies written on the back of this application. I have seen the interior of the property. THIS APPLICATION IS _____ - or - IS NOT _____ A "BACK-UP" TO AN EXISTING APPLICATION

APPLICANT _____ Drivers License# _____

CO-APPLICANT _____ Drivers License# _____

Phone # _____ Email Address _____

REFERRED BY: Friend _____ Newspaper _____ GPPM Listing _____ Chamber of Commerce _____ Drive-by _____ Other _____

FOR OFFICE USE ONLY Date received _____ Time _____ Fee Paid? _____ Property _____

Unit Allows Pets? _____ Smoking? _____ # of Occupants Allowed? _____ Any Missing Info on App? _____ Copies of DL/SS/Pay? _____

Application Declarations and Authorization

(To accompany the Grants Pass Property Management, Inc.
rental application)

Accurate Information. You declare that all of your statements on the accompanying application and any supplemental information are true and correct. If you fail to fully and completely answer any question or give false information, we may reject the application; retain all application fees as liquidated damages for our time and expense. Giving false information is a serious criminal offense.

Authorization. You authorize us to verify all information relating to this application through any means, including but not limited to Tenant Data. and any other consumer reporting agencies, public records resources and other rental housing owners. You further authorize us to furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your lease obligations, including both favorable and unfavorable information about your compliance with any lease, rules or financial obligations

In the event that anything contained herein is in conflict with any additional application document, this document will be controlling.

(Each applicant must be named, sign and date/time this
"Declarations and Authorization")

Applicant Name	Applicant Signature	Date/Time
Applicant Name	Applicant Signature	Date/Time
Applicant Name	Applicant Signature	Date/Time
Applicant Name	Applicant Signature	Date/Time

POLICIES:

Should you wish to make application for that residence you will need to complete the following:

1. Complete and sign the rental application provided by Grants Pass Property Management, Inc. Each person 18 years and older must submit an application along with showing two (2) forms of government issued identification. At least one form shall be Picture Identification and both shall be Government Issue. **NO EXCEPTIONS.**
2. Attached to the completed and signed application(s), **you must submit a \$35.00 (per Applicant) application screening charge and copies of two most recent pay check stubs or income verification.** This charge shall be paid by cash, money order or cashier's check. The application charge is not refundable.

PROCESSING YOUR APPLICATION:

1. A credit check will be processed through Tenant Data. If this report is not favorable (poor credit), your application may be denied. If you have any questions or concerns regarding your credit report you may request a copy of the information provided to us by calling 1-866-477-1127.
2. Upon verifying and approving your credit history we will then verify your **landlord references – both past and present.** If you are using a relative as a reference, you must present cancelled checks showing proof of rent payment in full. Should you own or have sold your home, you are required to present a signed statement from your bank or mortgage company verifying that your payments have been made timely and in full. It is your responsibility to provide the contact names and numbers to verify this information. Lack of contact names and numbers will be considered an incomplete application and grounds for denial. Your application may be denied should any reference(s) be negative.
3. Upon your references being acceptable, we will then verify your income. You will need to be able to verify at least three times the rent of the unit you are applying for in gross income. **ALL INCOME MUST BE NON-TEMPORARY AND VERIFIABLE. You will need to provide copies of your two (2) most recent payroll stubs.**
4. If your application has been acceptable to this point, a criminal history background check shall then be performed.
5. **All information contained in your rental application shall be considered.** Applicant(s) acknowledges and accepts that, if necessary, an additional security deposit may be required.
6. Any criminal history, lack of pertinent information or false information noted on your application may be grounds for denial.
7. Should your demeanor or your manners at any point during the application process be deemed overly aggressive, confrontational, rude, unprofessional, or otherwise indicative of someone who is indifferent towards their neighbors or management, Grants Pass Property Management, Inc. reserves the right to deny your application.
8. It may take up to 72 hours to process your application, assuming that all the information is complete and your references are readily available.

IF YOUR APPLICATION IS DENIED: You will be notified at the address and phone number you have listed on your application. **The application fee is non-refundable.**

IF YOUR APPLICATION IS APPROVED: You will be notified at the number you have listed on your application. This will be done within 48 to 72 hours of submittal, if possible. If Grants Pass Property Management, Inc. is unable to reach you at the number listed on your application within 24 hours of submittal, it will become the responsibility of the applicant to contact Grants Pass Property Management, Inc. Once the next 24 hours have lapsed Grants Pass Property Management, Inc. shall continue to market the property as available and will process the next applicant for the property in the primary position. Within 24 hours of notification that your application has been approved, you must complete a **"DEPOSIT TO HOLD"** agreement to insure your execution of the rental agreement (**THIS MUST BE PAID BY GUARANTEED FUNDS ONLY**). If you do not complete the Rental Agreement as set forth in the Deposit To Hold Agreement, your funds shall be forfeited. When the Rental Agreement is executed, the funds will be applied as noted in the Deposit To Hold Agreement. Within 24 hours of the rental unit being available, the rental agreement shall be executed. **Rent is always due on the First day of the Month.** There will be an additional security deposit of \$300 required for each additional roommate added after the rental agreement has been initially signed.

Grants Pass Property Management, Inc. inspects each property. This inspection report will be kept on file during the term of your tenancy and will be referred to when you vacate the property for security deposit purposes (to insure documentation of the property included with the rental as well as the condition of the property at your move in). If there is a dispute regarding the condition of the property at move in, all parties will rely on the inspection report to resolve the matter. Grants Pass Property Management, Inc. reserves the right to amend these policies based on each individual application without discrimination.

RENTERS INSURANCE:

LANDLORD IS NOT legally responsible for loss to the residents' personal property, possessions or personal liability, and OWNER'S INSURANCE WILL NOT COVER such losses or damages. If damages or injury to owner's property is caused by resident, resident's guest(s) or child (children), the owner's insurance company may have the right to attempt to recover from the resident(s) payments made under owner's policy.

If applicable, Resident(s) will be required to obtain and maintain insurance with a minimum of \$100,000/occurrence of liability coverage during your tenancy & provide certificate of insurance to Grants Pass Property Management, Inc.

Revised 10/16