

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

PO Box 1696, Grants Pass, OR 97528 / Phone 541-476-8967 / Fax 541-472-0614

A \$35.00 per applicant non-refundable application screening charge is required and is payable (money order or cashier's check ONLY) upon submitting application. APPLICANT ACKNOWLEDGES, UNDERSTANDS AND 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 Name (First Middle Last) _____

Birthdate ___/___/___ SS# ___/___/___ Phone _____ Email _____

Current Address _____ City _____ State ___ Zip Code _____

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

Prior Address _____ City _____ State ___ Zip Code _____

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

Occupation _____ Employer _____ Phone _____ Since _____

Gross Pay \$ _____/mo Other income _____ Amount \$ _____

Have you ever been evicted? YES / NO If so when? ___/___ Reason _____

Have you ever been charged with a criminal offense? YES / NO If so when? ___/___

Have you been charged with a felony in the last seven (7) years? YES / NO

Bank/Branch _____ Checking Account # _____ Savings Account # _____

Monthly credit payments to _____ Monthly payments \$ _____

Emergency Contact _____ Address _____ Phone _____

Unrelated Personal Reference #1 _____ Address _____ Phone _____

Unrelated Personal Reference #2 _____ Address _____ Phone _____

Vehicles: Parking spaces needed _____

Make / Model _____ Year _____ License # _____ State _____

Make / Model _____ Year _____ License # _____ State _____

Other vehicles/boats/RVs _____

Pets (total) _____ Has pet(s) ever caused injury to anyone? YES / NO

Type _____ Age _____ Size/Weight _____ Color _____ Name _____ INDOOR / OUTDOOR

Type _____ Age _____ Size/Weight _____ Color _____ Name _____ INDOOR / OUTDOOR

Name and birth date of everyone who will occupy property (adults and minors) _____

Do you own a waterbed? YES / NO Piano/organ? YES / NO Aquarium? YES / NO

*Do you have renters insurance? YES / NO *Renters insurance may be required prior to occupancy.

Does anyone in your household smoke? YES / NO If yes: INSIDE / OUTSIDE / BOTH

ARE YOU PREPARED TO PAY UP TO TWO MONTHS RENT FOR A SECURITY DEPOSIT? YES / NO

ARE YOU PREPARED TO PLACE A SECURITY DEPOSIT ON THIS UNIT ONCE YOUR APPLICATION HAS BEEN APPROVED? YES / NO

I certify the information on this application is correct and hereby authorize inquiries you feel necessary for rental consideration and also for future collections purpose if that becomes necessary. I also understand that my references will be checked including, but not limited to, landlord(s) and 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, agreed with, and will abide by the policies written on the back of this application. I have seen the interior of the property. _____

Applicant signature _____ **Date** _____ **Drivers License/ID #** _____ **State** _____

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FOR OFFICE USE ONLY Property _____ Date received _____ Time _____

Fee paid YES / NO Unit allows pets YES / NO Smoking YES / NO # Occupants allowed? _____

Copies made of ID/Income? YES / NO This application IS / IS NOT a back-up to an existing application.

GRANTS PASS PROPERTY MANAGEMENT, INC. RESIDENTIAL RENTAL AGREEMENT DISCLOSURE

(To accompany the rental application)

YOU WILL BE SUBJECT TO THE FOLLOWING CHARGES & FEES IF ANY OF THE VIOLATIONS OCCUR DURING YOUR TENANCY (subject to change)

(Each applicant must print name, sign and date this Residential Rental Agreement Disclosure)

There is \$35.00 non-refundable application charge per applicant that is 18 years old or older.

There will be a \$50.00 penalty fee assessed per utility per billing cycle if tenant fails to sign up for utilities effective signing date.

If monthly rent is not in our office by 11:59 PM on the 4th day of the month, there will be a \$75.00 late fee, all of which must be paid in guaranteed funds, i.e. money order or cashier's check only.

If it is necessary to post a 72-hour notice for non-payment of rent, there will also be a \$75.00 late fee, all of which must be paid in guaranteed funds, i.e. money order or cashier's check only.

If there is a payment returned to GPPM for any reason, there will be a \$100.00 returned check fee and a \$75.00 late fee, all of which must be paid in guaranteed funds (money order or cashier's check only). If GPPM receives TWO (2) returned payments, then all future payments must be paid in guaranteed funds, i.e. money order or cashier's check only.

If it is found that there are any "unauthorized person(s)" (not on rental agreement) living at the residence there will be a \$50.00 violation fee assessed to the tenant for each occurrence as determined by management.

No dogs, cats, reptiles, birds, hamsters, etc. or aquariums, water beds, pianos, organs, pools, trampolines, tree houses, jungle gyms, operating/driving of motorized vehicles on the rental property such as but NOT limited to: motorcycles, dirt bikes, ATV's, quads, etc. are NOT allowed without the written consent of the owner/agent (may require proof of insurance if allowed). Pets may NOT be added or replaced without the written approval from GPPM. Tenant accepts responsibility for any and all damages caused by pet(s). If there is a violation of the above restrictions the tenant may be assessed a fee or charge per each occurrence as determined by GPPM & permitted by ORS 90.302.

Tenants will be assessed a \$50.00 penalty fee per each occurrence as determined by GPPM for NOT picking up "Pet Droppings &/or waste" on a daily basis. If grounds care is provided, at the minimum clean up is the day before a scheduled grounds maintenance.

If smoke detectors are tampered with removed or made inoperable, there will be a fine levied of \$250.00 per each occurrence as determined by GPPM.

Tenant will be charged a lock-out fee of \$50.00 if GPPM has to unlock resident's door during normal business hours, after hours, weekends or holidays there may be an additional charge.

If smoking is NOT allowed at the rental property and a smoking violation is reported there may be a fee assessed per each occurrence as determined by GPPM & permitted by ORS 90.302. Your rental agreement will outline "where" smoking is allowed, if it is allowed. Otherwise "NO SMOKING" means NO SMOKING ANYWHERE on the ENTIRE property.

Tenant caused maintenance handled by GPPM will be charged at a minimum of \$40.00 per hour plus materials & fuel charge (subject to change) and after-hours calls (after 5:00 PM, weekends & holidays) will be charged at time and a half. Outside vendor charges will be billed as charged and will be due IMMEDIATELY upon receipt of billing.

Current tenants (18 years old or older) that have rented with GPPM for at least six (6) months and that want to apply to rent a different rental property would need to submit another application(s) along with a \$35.00 application verification fee. This would cover two adults to be paid in guaranteed funds, i.e. money order or cashier's check. You will also have to pay a \$25.00 interior inspection fee in guaranteed funds, i.e. money order or cashier's check. If tenants have rented for less than six (6) months the application charge is \$35.00 per applicant (18 years or older) & you must also pay a \$25.00 interior inspection fee which will be considered in evaluating your application to rent another unit through GPPM. A tenant may NOT transfer a security deposit from one unit to another. Once the tenant has vacated a unit, GPPM has 31 days to submit the accounting for that security deposit.

A \$25.00 fee to change the rental agreement if a tenant is removed or a new tenant is added as a roommate to an existing rental agreement. This is in addition to the interior inspection fee.

A Fixed Term Tenancy or Lease termination fee of 1.5 times the rent or damages related to the cost of re-renting to a new tenant shall be charged.

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.

Property Address for which application is being submitted: _____

Current Rental Rate for above property at time of application submittal: _____

Applicant Name

Applicant Signature

Date

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.

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 U.S. 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 (30 days' worth) or income verification.** This charge shall be paid by exact 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. A criminal history background check will also be performed.
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 or 30 days' worth.**
4. **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.
5. Any criminal history, lack of pertinent information or false information noted on your application may be grounds for denial.
6. 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.
7. 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.

IF YOU ARE APPLYING FOR A UNIT THAT ALREADY HAS AN APPLICATION PENDING , THEN YOUR APPLICATION WILL BE CONSIDERED AS AN "APPLICATION FOR PRE-APPROVAL" WHICH WILL BE GOOD FOR 60 DAYS SUBJECT TO approval of your application.