

Application Screening Guidelines

- No application will be processed without the \$30.00 application fee (no personal checks accepted).
- If application is approved applicant is required to have a full first months rent and any applicable deposits at the rental agreement signing
- Application forms are offered to everyone who inquires about the property
- Applications are reviewed in the order in which they are received
- Application may take up to five business days to verify information
- If unable to verify information contained inside the application, the application may be denied
- We will not review incomplete applications
- We will accept the first qualified applicant
- Applicant must show two pieces of identification, one must be picture
- Rental history of two years must be verifiable from unbiased source (i.e. no employees/ employers/ relatives)
- Pets are allowed with approval from manager and additional security deposit
- Applicant must provide contact information for previous landlord
- Exceptions may be made for applicants with qualified co signers or increased deposit/payment
- Net household income shall be 2 1/2 times the rent excluding utilities
- Income must be verifiable through pay stubs, employer, current tax records or bank statement.
- Negative criminal/credit/public records report may result in denial of application
- Any individual who is a current substance abuser, or has been convicted of illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy
- We determine, based on the application, whether the applicant meets our screening guidelines

**TIMBERLINE PROPERTY
INVESTMENTS, LLC.**

Office Address
25275 Loten Way
P.O. Box 1527
Veneta, OR 97487

Phone: 541-935-0346
Fax: 541-935-1990

info@timberlinepropertyinvestments.com

- We verify income resources
- We check with previous land lords
- We obtain a credit report, a criminal report, and a public report

For Broadway Applicants Only:

- Rent is \$825.00—\$875.00 per month payable on the first of each month
- Security deposit starts at \$900.00
- Pets are allowed with a weight limit of 25 lbs and an additional deposit of \$200.00. All animals are to be preapproved by the manager.

TIMBERLINE PROPERTY INVESTMENTS, LLC. RENTAL APPLICATION

OWNER/ AGENT TO COMPLETE

Rent: _____ Security Deposit: _____ Pet Deposit: _____ Received: Date ____/____/____
Time: ____:____ am pm Application fee yes no Amount \$ _____

PERSONAL INFORMATION/ RENTAL HISTORY

Prospective Address: _____ Desired Date of Occupancy ____/____/____

Full Name _____ Phone () _____ - _____ Cell () _____ - _____
Social Security # _____ Date of Birth ____/____/____ Driver's License, State and # _____

Current Landlord _____ Current Rent _____ Phone _____
Present Address _____ City _____ State _____ Zip Code _____
Why are you moving? _____ Since: ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
Previous Address _____ City _____ State _____ Zip Code _____
Why are you moving? _____ From: ____/____/____ - ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
Previous Address _____ City _____ State _____ Zip Code _____
Why are you moving? _____ From: ____/____/____ - ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
Previous Address _____ City _____ State _____ Zip Code _____
Why are you moving? _____ From: ____/____/____ - ____/____/____

Have you ever been evicted from any tenancy? yes no
Have you ever willfully and intentionally refused to pay rent when due? yes no
Do you know of anything which may interrupt income or ability to pay rent? yes no
Have you been sued by Landlord? yes no
Have you ever filed bankruptcy? yes no

Explanation: _____

EMPLOYMENT/ INCOME

Applicant's Employer: _____ How Long? _____
Supervisor: _____ Phone:() _____ - _____ ext _____
Address: _____ Position _____
Take Home Pay Monthly : _____ Wages Commission Salary Tips Other _____ Full Time/ Part Time

Previous Employer _____ How Long? _____

Other Income Monthly : \$ _____ Source: _____ Telephone:() _____ - _____
Other Income Monthly : \$ _____ Source: _____ Telephone:() _____ - _____
Other Income Monthly : \$ _____ Source: _____ Telephone:() _____ - _____

TIMBERLINE PROPERTY INVESTMENTS, LLC. RENTAL APPLICATION

CO-TENANTS PERSONAL INFORMATION/ RENTAL HISTORY

Full Name _____ Phone () _____ - _____ Cell () _____ - _____

Social Security # _____ Date of Birth ____/____/____ Driver's License, State and # _____

Current Landlord _____ Current Rent _____ Phone _____
 Present Address _____ City _____ State _____ Zip Code _____
 Why are you moving? _____ Since: ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
 Previous Address _____ City _____ State _____ Zip Code _____
 Why are you moving? _____ From: ____/____/____ - ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
 Previous Address _____ City _____ State _____ Zip Code _____
 Why are you moving? _____ From: ____/____/____ - ____/____/____

Previous Landlord _____ Previous Rent _____ Phone _____
 Previous Address _____ City _____ State _____ Zip Code _____
 Why are you moving? _____ From: ____/____/____ - ____/____/____

- Have you ever been evicted from any tenancy? yes no
- Have you ever willfully and intentionally refused to pay rent when due? yes no
- Do you know of anything which may interrupt income or ability to pay rent? yes no
- Have you been sued by Landlord? yes no
- Have you ever filed bankruptcy? yes no

Explanation:

CO APPLICANT EMPLOYMENT/ INCOME

Applicant's Employer: _____ How Long? _____
 Supervisor: _____ Phone: () _____ - _____ ext _____
 Address: _____ Position _____
 Take Home Pay Monthly : _____ Wages Commission Salary Tips Other _____ Full Time/ Part Time

Previous Employer _____ How Long? _____

Other Income Monthly : \$ _____ Source: _____ Telephone: () _____ - _____
 Other Income Monthly : \$ _____ Source: _____ Telephone: () _____ - _____
 Other Income Monthly : \$ _____ Source: _____ Telephone: () _____ - _____

OTHER TENANTS- Relationship, Age, and SSN

TIMBERLINE PROPERTY INVESTMENTS, LLC. RENTAL APPLICATION

PERSONAL PROPERTY

1. Automobile: Make _____ Model _____ Year _____ License # _____ State: _____
2. Automobile: Make _____ Model _____ Year _____ License # _____ State: _____
3. Automobile: Make _____ Model _____ Year _____ License # _____ State: _____
4. Automobile: Make _____ Model _____ Year _____ License # _____ State: _____
5. Other Vehicles/ Boats _____ Model _____ Year _____ License # _____ State: _____

Do you own the following: Piano/Organ? yes no Water bed yes no Fish Tank or Aquarium yes no

PET #1 Type: _____ Size _____ Weight: _____ Has your pet ever injured or harmed anyone? <input type="checkbox"/> yes <input type="checkbox"/> no Is your pet spayed/ neutered? <input type="checkbox"/> yes <input type="checkbox"/> no	PET #2 Type: _____ Size _____ Weight: _____ Has your pet ever injured or harmed anyone? <input type="checkbox"/> yes <input type="checkbox"/> no Is your pet spayed/ neutered? <input type="checkbox"/> yes <input type="checkbox"/> no
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PERSONAL REFRENCES (no friends or relatives)

Name	Address	City/State/zip	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____

NEXT OF KIN /EMERGENCY CONTACT

Name	Address	City/State/zip	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____

LEARNED SKILLS

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Roofing | <input type="checkbox"/> Cement Work |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Painting | <input type="checkbox"/> Auto Mechanics |
| <input type="checkbox"/> Appliance Repair | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Other _____ |

COMMENTS/ EXPLANATITONS

TIMBERLINE PROPERTY INVESTMENTS, LLC. RENTAL APPLICATION

Owner/Agent may obtain a tenant screening or credit report which generally consists of:

- a) credit history including credit standing;
- b) public records, including but not limited to judgments, liens, evictions and status of collection accounts;
- c) information verification;
- d) current obligations and credit ratings; and
- e) criminal records.

Owner/Agent is requiring payment of an Applicant Screening Charge of \$30 (no checks), none of which is refundable unless the Owner/Agent does not screen the applicant. Application is valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent/s Screening Guidelines.

Tenant

Co- Tenant

Date

Discrimination

It is against the law to discriminate against tenants on the basis of race, religion, sex, national origin, age, or neighborhood racial makeup.

Please mail to P.O. Box 1527, Veneta, Oregon 97487 , deliver to 25275 Loten Way, Veneta, Oregon or call (541) 935-0346 to make an appointment.