

# Application to Rent

Town & Country Realty

2300 Biehn Street Klamath Falls, OR 97601

Toll Free Phone & Fax 1-866-883-3421

\* Requirement: All applicants must fill out a separate

Applicant Screening Charge: \$30 per adult applicant \*6-04

Email us: [info@t-crealty.com](mailto:info@t-crealty.com) or [www.t-crealty.com](http://www.t-crealty.com)

Application to Rent Form Move-In Date: \_\_\_\_\_

**Personal Information for Applicant #:** \_\_\_\_\_ of how many :

Full Name: \_\_\_\_\_

first middle last

Please list all aliases, maiden name, etc: \_\_\_\_\_

S.S.#: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**Email:** \_\_\_\_\_

Telephone Number :\_(\_\_\_\_\_)\_\_\_\_\_

Cell phone Number :\_(\_\_\_\_\_)\_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

License Plate \_\_\_\_\_ Auto Make: \_\_\_\_\_

Color \_\_\_\_\_ Year Built \_\_\_\_\_

Is vehicle properly licensed & insured?  yes  no

## Income Description

**Present Employer Name:** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Current Position: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Their Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Gross Wages: \_\_\_\_\_ Net: \_\_\_\_\_ How often: \_\_\_\_\_

Years on Job: \_\_\_\_\_ Years in Profession: \_\_\_\_\_

Additional Sources of Income (list food stamps, etc.)

Source: \_\_\_\_\_ Amt : \_\_\_\_\_ Frequency: \_\_\_\_\_

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Source: \_\_\_\_\_ Amt : \_\_\_\_\_ Frequency: \_\_\_\_\_

**Total Monthly Income: \$** \_\_\_\_\_

**Past Employer Name:** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Contact person \_\_\_\_\_ Position: \_\_\_\_\_

Contact person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Gross Wages: \_\_\_\_\_ Net: \_\_\_\_\_ How often: \_\_\_\_\_

Years on Job: \_\_\_\_\_ Years in Profession: \_\_\_\_\_

Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Residence History - Please Provide As Many Reference

Contacts as Possible (5 yrs on houses, 3 yrs. on apartments.).

**1).Current Address:** \_\_\_\_\_

Number Street

City State Zip Code

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Own/Rent: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Length of Occupancy: from \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord or Mortgage Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

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Contact person \_\_\_\_\_ Position: \_\_\_\_\_

Contact person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please call and verify landlord's phone number is still valid**

Will Landlord give you a good rental reference?  yes  no

Have you paid your rent on time?  yes  no

**2).Previous Address:** \_\_\_\_\_

Number Street

City State Zip Code

Own/Rent: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Length of Occupancy: from \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord or Mortgage Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact person \_\_\_\_\_ Position: \_\_\_\_\_

Contact person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please call and verify landlord's phone number is still valid**

Will Landlord give you a good rental reference?  yes  no

Have you paid your rent on time?  yes  no

**3). Previous Address:** \_\_\_\_\_

Number Street

City State Zip Code

Own/Rent: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Length of Occupancy: from \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord or Mortgage Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact person \_\_\_\_\_ Position: \_\_\_\_\_

Contact person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please call and verify landlord's phone number is still valid**

Will Landlord give you a good rental reference?  yes  no

Have you paid your rent on time?  yes  no

**4). Previous Address:** \_\_\_\_\_

Number Street

City State Zip Code

Own/Rent: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Length of Occupancy: from \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord or Mortgage Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Contact person \_\_\_\_\_ Position: \_\_\_\_\_

Contact person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please call and verify landlord's phone number is still valid**

Will Landlord give you a good rental reference?  yes  no

Have you paid your rent on time?  yes  no

**Please attach another sheet if necessary and answer the same questions as above. Please call and verify landlord's phone numbers are still valid**

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**Personal References**

1). Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ State: \_\_\_\_\_  
2). Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ State: \_\_\_\_\_  
3). Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ State: \_\_\_\_\_  
4). Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ State: \_\_\_\_\_  
5). Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ State: \_\_\_\_\_

**Other Important Information: List names and date of birth for all persons to occupy the unit.**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
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Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Credit and Financial Services**

Is credit \_\_\_\_\_ combined or \_\_\_\_\_ separate?  
Have you ever filed bankruptcy? \_\_\_\_\_ yes \_\_\_\_\_ no  
If so, when was it discharged? \_\_\_\_\_

**a). Bank References**

1. Bank \_\_\_\_\_ Branch \_\_\_\_\_  
Bank telephone Number: \_\_\_\_\_  
\_\_\_\_Checking \_\_\_\_ Savings & Acct. # \_\_\_\_\_  
2. Bank \_\_\_\_\_ Branch \_\_\_\_\_  
Bank telephone Number: \_\_\_\_\_  
\_\_\_\_Checking \_\_\_\_ Savings Acct. & # \_\_\_\_\_

**b). Please List all charge accounts, loans, contract purchases and other outstanding debts that you have excluding rent and utilities.**

1. Creditor: \_\_\_\_\_ Balance: \_\_\_\_\_  
Creditor telephone Number: \_\_\_\_\_  
Payment Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_  
2. Creditor: \_\_\_\_\_ Balance: \_\_\_\_\_  
Creditor telephone Number: \_\_\_\_\_  
Payment Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_  
3. Creditor: \_\_\_\_\_ Balance: \_\_\_\_\_  
Creditor telephone Number: \_\_\_\_\_  
Payment Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_

**Please Attach additional list if necessary. Monthly Income & Debt Info Please list \$\$\$**

Net Income: \_\_\_\_\_  
Gross/Base Income: \_\_\_\_\_  
Overtime Bonuses Commission Dividends: \_\_\_\_\_  
Current Monthly Expenses: \_\_\_\_\_  
Rent: \_\_\_\_\_  
Utilities: \_\_\_\_\_  
Auto Loan: \_\_\_\_\_  
Other Loans: \_\_\_\_\_  
Credit Cards: \_\_\_\_\_  
Credit Cards: \_\_\_\_\_  
Other: \_\_\_\_\_  
\$\$\$ Total Monthly Expenses: \_\_\_\_\_

**More Information - please complete**

Do you or anyone moving in have pets? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes - Pet Application is required for any type of pet (includes fish, bird, etc). Please request one or go online [www.t-crealty.com/pet.pdf](http://www.t-crealty.com/pet.pdf)

What type(s): \_\_\_\_\_  
Age(s): \_\_\_\_\_ Neutered? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you have a pet kennel? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you have Renter's Insurance? \_\_\_\_\_ yes \_\_\_\_\_ no  
(We will require you have this insurance in this home)

Do you have an Aquarium? \_\_\_\_\_ yes \_\_\_\_\_ no

Do use a waterbed? \_\_\_\_\_ yes \_\_\_\_\_ no

Please realize that you will be held liable for any damage (including, but not limited to water & pet) to the unit. \_\_\_\_\_ Initial \_\_\_\_\_

Does anyone play a musical instrument? \_\_\_\_\_ yes \_\_\_\_\_ no

Have any of the persons on this application been evicted? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ pending If Yes, When? \_\_\_\_\_

Why? \_\_\_\_\_

How many 72 hour notices have you received for late rent payments? \_\_\_\_\_

How many 30 day no cause or for cause notices have you received from previous landlords? \_\_\_\_\_

Has anyone been charged and/or convicted of a criminal offense or felony? \_\_\_\_\_ yes \_\_\_\_\_ no

Convicted? \_\_\_\_\_ yes \_\_\_\_\_ no When? \_\_\_\_\_  
Where? \_\_\_\_\_ What For? \_\_\_\_\_

Does anyone have accounts in collections? \_\_\_\_\_ yes \_\_\_\_\_ no

Does anyone have any judgements? \_\_\_\_\_ yes \_\_\_\_\_ no

If under 18, are you emancipated? \_\_\_\_\_ yes \_\_\_\_\_ no

Does anyone on this application smoke? \_\_\_\_\_ yes \_\_\_\_\_ no

Please check off the items below that you own: \_\_\_\_\_ vacuum cleaner \_\_\_\_\_ mop \_\_\_\_\_ snow shovel \_\_\_\_\_ hose \_\_\_\_\_ sprinkler \_\_\_\_\_ lawnmower \_\_\_\_\_ weed eater \_\_\_\_\_ garbage can \_\_\_\_\_ water timer \_\_\_\_\_ PUR \_\_\_\_\_ washer \_\_\_\_\_ dryer \_\_\_\_\_ refrigerator \_\_\_\_\_ fire extinguisher

Does anyone have a medical marijuana permit? \_\_\_\_\_ yes \_\_\_\_\_ no

**Why are you vacating present place of residence?**

**List other States you have lived in (please list dates):**

Addresses are required for all states you have lived in. If these are not provided on page 1 - previous rental addresses - please attach detail history on another sheet of paper & staple to this application. If details are not included, your application may be denied.

**Please mark yes or no in response to the following questions.**

Have you or are you studying to become an attorney? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you or are you studying to become a paralegal? \_\_\_\_\_ yes \_\_\_\_\_ no

Are there any outstanding judgements against you? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you been declared bankrupt in the last 7 yrs? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you had property foreclosed upon in the last 7yrs? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you have a lawsuit that is currently pending? \_\_\_\_\_ yes \_\_\_\_\_ no  
(Includes Small Claims Cases) If yes, please explain below: \_\_\_\_\_

How many lawsuits have you filed? \_\_\_\_\_  
(Includes Small Claims Cases)

Do you have a relative that is an attorney? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, who: \_\_\_\_\_ & do they specialize in landlord tenant law? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you filed a lawsuit against a previous landlord or management company ?  yes  no If yes, please explain:

Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?  yes  no

Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee?  yes  no

Are you obligated to pay alimony child support or separate maintenance?  yes  no

Have you had an ownership interest in a property in the last 3 years?  yes  no

Are you the co-maker or endorser on a note?  yes  no

Are you a U.S. citizen?  yes  no

Are you a permanent resident alien?  yes  no

### Current & Prior Schools

We request authorization to contact future, current & prior schools to verify rental references and to request forwarding addresses if necessary.

**X Sign here for authorization:**  
If you lived in the Dorms - list dates: \_\_\_\_\_

**Current School:** \_\_\_\_\_

Dates of Attendance: from \_\_\_\_\_ to: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

**Past School:** \_\_\_\_\_

Dates of Attendance: from \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

### Please Read Thoroughly.

## Applicant Screening Charge Disclosure(s):

**\*\*Please note that after your application has been approved, you will need to bring in an amount equal to one month's rent + \$10 in cash or certified funds and sign the Reservation Deposit Form to Hold the rental with in two (2) days or your application will be denied and the next application will be processed. This money will be credited to your account as half of the standard security deposit due upon the rental contract signing.**

**You will have three (3) days unless otherwise arranged in writing to come up with the necessary rent and deposit(s) monies. Monthly payments may be allowed. Only cash or certified funds will be accepted at that time. Otherwise your application will be denied & the next application in line will be processed.**

- 1). Tenant screening or consumer report consists of:
  - a). Credit history check, including current credit standing to be done by a Credit Reporting Bureau.
  - b). Court & Criminal Records Check, including evictions but not limited to judgements, liens, and status of collection accounts, felonies, convictions, etc.

- c). Information verification of rental references, personal references and employment.
- d). current residence inspection if possible.

**Note:** Negative reports, lack of required history &/or incomplete applications may result in a denial. Co-signer &/or additional security deposits &/or both may be required to qualify to rent.

- 2). Applicant has the right to dispute the accuracy of any information provided to the landlord by screening service or credit reporting agency.
- 3). I am aware that incomplete information on my application may cause delays or result in denial of tenancy. Please include aliases you have used & addresses for all states you have lived in. All incorrect or falsified information will result in the denial of the application.
- 4). I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my past and present tenancy and credit standing (including, but not limited to credit checks and/or court &/or criminal history).
  - I agree to forfeit the full amount of my applicant screening charge if I withdraw my application after application process was started or I do not rent the unit after my application is approved.
  - If my application is denied, I will receive notification by first class mail. This charge is non-refundable.
  - Please note the application is valid for up to two weeks only from date of receipt by agent.
- 5). Upon receipt of the rental application and screening charge, interior inspection of the home by you & willingness to rent - our screening company shall conduct a search of public records to determine whether the applicant or proposed tenant has been convicted of any crime within the previous 10 years.
  - Anyone studying to be an attorney &/or paralegal or any occupant who is an attorney or paralegal will be denied tenancy.
  - A conviction or convictions for any felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug related or weapons charges shall be grounds for the denial of the rental application.
- 6). Once you have paid your Deposit to Hold and if paid by check - the check has cleared, an appointment will be setup to sign the rental agreements.
- 7). Due to the recent Legislative Law changes, this office will require and must enforce that all tenants carry a Renters Insurance Policy and have the policy cover all pets, guests & property at that location. Owner's Policies will not cover your personal belongings or liability resulting from your negligence. A listing of insurance agents is in the Phone Book & Handout Warning Need of Insurance is available here.
- 8). If you have pets - please remember that our Pet Application & questionnaire is required before we can process your application. If you fail to submit a pet application with your rental application - your rental application will be denied. You will also need to bring your pet in for us to greet & also proof of immunization especially rabies or else application will be denied. Please request one or go online & print it at: [www.t-crealty.com/pet.pdf](http://www.t-crealty.com/pet.pdf)
- 9). Our "Facially Neutral Housing Policy" screening policy is available for review on our office wall & by email, fax, postal mail & personally delivery. We suggest you review it: [www.t-crealty.com/policy.pdf](http://www.t-crealty.com/policy.pdf) & all individual property policies if apply. This policy may be updated & changed at any time. Please review it online or request it by fax, email, first class mail, or pick one up in our office.
- 10). Please note that if you do not comply with your rental contract at all times, we will not renew your contract & may terminate your tenancy & pursue possession.

# **T**enant Duties - Please Initial each line & Return (In order for us to accept your tenancy, we require acceptance to this forms statements).

## **I/We Agree & Understand:**

1. **Initial:** \_\_\_\_\_ Understand I/We have Tenant Duties & Responsibilities & agree to perform them.
2. **Initial:** \_\_\_\_\_ Agree to vacate if I/We can not perform as per the rental contract.
3. **Initial:** \_\_\_\_\_ If help is needed to stay in compliance with the rental contract, the I NEED HELP FORM will be immediately submitted -[www.t-crealty.com/Ineedhelp.pdf](http://www.t-crealty.com/Ineedhelp.pdf) or hire help. Contact SOCO, your church, senior citizens, Spokes, etc.
4. **Initial:** \_\_\_\_\_ Rent will be paid before midnight on the 4<sup>th</sup> of every month. If rent is not paid by then, I agree to pay: 1). the late fee of 5% per every 5 days late and 2). If a late notice is sent, I agree to pay the \$25 notice of service fee with the rent. If rent is not paid by the end date on the notice, I agree to pay all costs for you to pursue possession
5. **Initial:** \_\_\_\_\_ I nor guests nor my pets will affect the quiet enjoyment of others & understand noise is anything heard outside the dwelling unit.
6. **Initial:** \_\_\_\_\_ I nor guests nor my pets will commit waste (damage) to the property
7. **Initial:** \_\_\_\_\_ Utilities will be maintained at all times including water, sewer & garbage. If not, the noncompliance fee per utility not maintained will be paid. Please review the utility addendum for more details [www.tcrealty.com/utility.pdf](http://www.tcrealty.com/utility.pdf)
8. **Initial:** \_\_\_\_\_ Maintain the landscaping, lawn & trees as per the landscaping addendum, water each area a minimum of 3 hours each week, not to cut the lawn lower than 3", Review Landscaping addendum [www.t-crealty.com/care.pdf](http://www.t-crealty.com/care.pdf)
9. **Initial:** \_\_\_\_\_ If lawn mowing is hired out, I understand that mowing is all that is done and I agree to do the rest of the duties on the landscaping addendum. If not, then I agree to pay the extra charges if I do not.
10. **Initial:** \_\_\_\_\_ Agree to maintain the home & appliances and keep them clean and to adhere to the deposit refund form & the rental housing policies and procedures
11. **Initial:** \_\_\_\_\_ Test Smoke Detector regularly and replace the battery with a Lithium battery only.
12. **Initial:** \_\_\_\_\_ Agree to wash the interior/exterior windows & sills
13. **Initial:** \_\_\_\_\_ Agree if the carpets are still wet from cleaning not to move anything in till the carpet is dry.
14. **Initial:** \_\_\_\_\_ Provide proof of Renters Insurance covering all occupants, guests, pets, property, etc within 10 days of move in. If you take photos or video at that time, you must submit a copy to us within 10 days of move in.
15. **Initial:** \_\_\_\_\_ Put FELT under all furniture, never to wear high heels on the floors, use Minwax hardwood floor cleaner if home has wood floors and to adhere to the floor care form (not a wax - just a cleaner).
16. **Initial:** \_\_\_\_\_ Agree to have the carpets cleaned professionally at minimum of once per year. I agree to have them cleaned more often if it is needed.
17. **Initial:** \_\_\_\_\_ Bag all garbage before placing in garbage cans and get garbage removed weekly.
18. **Initial:** \_\_\_\_\_ Keep all areas of use free and clear of ice and snow at all times See Winter Weather Notice for details
19. **Initial:** \_\_\_\_\_ Submit a written maintenance request when something on the property needs attention. [www.t-crealty.com/maintenance.pdf](http://www.t-crealty.com/maintenance.pdf)
20. **Initial:** \_\_\_\_\_ Reattach door & storm/screen door latches & safety chains if removed and make sure latched properly at all times so they do not blow in the window &/or are damaged.
21. **Initial:** \_\_\_\_\_ Change heater filters every 3 months or more often if they are dirty.
22. **Initial:** \_\_\_\_\_ Keep water damage from occurring (make sure washer hoses are tight, plumbing/drains are not leaking, drip faucets during freezing temperatures, etc.) & keep liquid draino & plunger on premises in case of problems/emergencies.
23. **Initial:** \_\_\_\_\_ Agree to pay my last months rent. If vacating in noncompliance, I/We understand there will be a noncompliance fee & that our contract signing incentives must be repaid.
24. **Initial:** \_\_\_\_\_ Agree to stay a minimum period of (check one) \_\_\_\_\_ 6 months, \_\_\_\_\_ 9 months, \_\_\_\_\_ 12 months or: \_\_\_\_\_
25. **Initial:** \_\_\_\_\_ Agree to give written 30 days notice of our intent to vacate, return the Check Out/Move Out form completed & signed, provide a forwarding address and mail, fax or personally deliver this to you: [www.t-crealty.com/confirm.pdf](http://www.t-crealty.com/confirm.pdf) & agree to vacate by the end date on that notice or pay hold over rent + damages.
26. **Initial:** \_\_\_\_\_ I/We Agree NOT to hire an attorney & I/We Agree to use small claims, mediation, & arbitration services to settle all disputes that have not been solved by an appointment with the manager (except for those specified in your rental contract ie: FED for nonpayment of rent, Uncured 30 day for cause notices or 10 day no cure notices, 24 hour notices, etc). I/We agree not to use bogus claims & If I/We do hire an attorney we agree to pay for our attorney fees + understand Town & Country Realty charges \$75 an hour to deal with our attorney requests/correspondence which will be billed to our rental account.
27. **Initial:** \_\_\_\_\_ Agree to review the rental contract often to make sure I/We are in compliance and understand that if I/We are not in compliance, our tenancy will be terminated and our contract will not be renewed. For some reasons why tenancy may terminated, please review: [www.t-crealty.com/termination.pdf](http://www.t-crealty.com/termination.pdf)



**Disclosures:** Our "Facially Neutral Housing Policy" screening policy is available for review on our office wall & by email, fax, postal mail & personally delivery. We suggest you review it: [www.t-crealty.com/policy.pdf](http://www.t-crealty.com/policy.pdf) & all individual property policies if apply. This policy may be updated & changed at any time. Please review it online or request it by fax, email, first class mail, or pick one up in our office.

Due to the recent Legislative Law changes, this office will require and must enforce that all tenants carry a Renters Insurance Policy and have the policy cover all pets, guests & property at that location. Owner's Policies will not cover your personal belongings or liability resulting from your negligence. A listing of insurance agents is in the Phone Book & Handout Warning Need of Insurance is available here.

If you have pets - please remember that our Pet Application & questionnaire is required before we can process your application. If you fail to submit a pet application with your rental application - your rental application will be denied. You will also need to bring your pet in for us to greet & also proof of immunization especially rabies or else application will be denied. Please request one or go online & print it at: [www.t-crealty.com/pet.pdf](http://www.t-crealty.com/pet.pdf)

If you apply after hours or leave your application in our mail box with your screening charge. Our preferred method of getting this information to you is by email. Please make sure to leave a valid email address to send this to you.

Our screening criteria & screening charge receipt are located here: <http://www.t-crealty.com/screening.pdf>

For our good faith estimate of the number of rental available, Please visit for the number being advertised: [www.livinginklamathfalls.com/rentals.htm](http://www.livinginklamathfalls.com/rentals.htm)

For our good faith estimate of the number of applications pending, Please visit [www.t-crealty.com/rentals.htm](http://www.t-crealty.com/rentals.htm) - we list applications pending on each home online.

If you do not meet all of our screening criteria - please let us know immediately if you have access to a co-signer. We may approve your application with a cosigner. Please have them fill out the following information and get it to us right away: [www.t-crealty.com/CosignerApplication.pdf](http://www.t-crealty.com/CosignerApplication.pdf)

Sample of our rental agreement addendum: [www.t-crealty.com/addendum.pdf](http://www.t-crealty.com/addendum.pdf)

Please request the proper Facially Neutral Housing Policy for the property you are applying to rent. Sample of our Facially Neutral Housing Policy for houses: [www.t-crealty.com/screeninghouses.pdf](http://www.t-crealty.com/screeninghouses.pdf)

Sample of our Facially Neutral Housing Policy for duplexes & apartments: [www.t-crealty.com/screeningmulti.pdf](http://www.t-crealty.com/screeningmulti.pdf)

For reasons why we terminate tenancy - please visit: [www.t-crealty.com/termination.pdf](http://www.t-crealty.com/termination.pdf) - we reserve the right to update this form at any time.

**CREDIT AUTHORIZATION**  
Authorization is hereby granted to Town & Country Realty to obtain information regarding my employment, checking and/or savings accounts, any and all credit information. Also I authorize a photocopy, digital copy, scan &/or signature &/or Fax Copy to represent my original signature below.

If you are intending to purchase a home soon and:

- A). Would like assistance in finding a new home, please circle:  yes  no
- B). Would like assistance in finding a home with arranging a home loan, please circle:  yes  no
- C). Would like assistance with arranging a home loan, please circle:  yes  no

Information you should know: Each time a credit report is ran, it will deduct points from your credit score and just may be the difference between an A or B or C or even D credit loan which can mean \$1,000s more paid in higher interest loans. Be a smart buyer/borrower - Ask us for more information. We also specialize in hard & credit challenged loans - there is a loan out there for everyone.

Also your credit score is determined by your oldest loan/credit card, do not ever cancel credit cards/lines of credit - cut them up/don't use them - but leave them open or you could receive a huge hit to your credit score. Freecreditreports.com offer one free credit report per year. Check your report - if anything is wrong - file a complaint with each of the 3 credit bureau & get your credit report cleaned up. It is free & well worth your efforts.

**Please be aware that no applications will be processed without all applicants signatures, all information on the application, all applications for occupants on file including pet(s) &/or cosigner and the application charge(s) paid in full and the tenant duties check off list initialed (we can not accept applications without all of this completed).**

**Please note - No leases or contracts can expire December 6<sup>th</sup> through January 4<sup>th</sup>**

**You may submit this application by pressing submit by email on page 1 but you must present a printed copy as soon as possible. Please press print & mail or fax us a signed copy today...**

**X Applicant Signature: \_\_\_\_\_**  
**Property(s) you are applying for: \_\_\_\_\_**

**Date: \_\_\_\_\_ Move-In Date: \_\_\_\_\_**  
**Email: \_\_\_\_\_**

**Need additional applications for more occupants. Go to: [www.t-crealty.com/application.pdf](http://www.t-crealty.com/application.pdf)**

\*\*\*\*\* Individual adult occupants must fill out their own application & pay their own applicant screening charge.

If residence history, etc. is the same as applicant #1,

then write "Same". If personal references are the same,  
then write "Same".

For Landlord to Fill Out Only 41907

Time & Date App. was Received: \_\_\_\_\_  
Time & Date Screening Charge Received: \_\_\_\_\_  
How? \_\_\_\_\_  fax  dropbox  in person  mail  email

Property Address: \_\_\_\_\_:

Amt of App. Fee(s) \$ \_\_\_\_\_ # of Adults \_\_\_\_\_  
Paid how?  paypal  check  cash  money order  
a). Examined Driver's License or picture ID? \_\_\_\_\_ **yes** \_\_\_\_\_ no  
b). Recent Paystubs seen? \_\_\_\_\_ **yes** \_\_\_\_\_ no  
b). Recent Bank Statements seen? \_\_\_\_\_ **yes** \_\_\_\_\_ no

Move-in Date: \_\_\_\_\_  
Monthly Rent \$ \_\_\_\_\_  
Lease period: \_\_\_\_\_  
Amt. of Security Deposits \$ \_\_\_\_\_  
Additional Security Deposit for Pet Under 3 years: \$ \_\_\_\_\_  
Additional Security Deposit: \$ \_\_\_\_\_  
Reason: Bad Credit, Insufficient or lack rental references, Other:

Approved date: \_\_\_\_\_

Reservation deposit received date: \_\_\_\_\_

Notes: