

Application to Rent

Town & Country Realty

2300 Biehn Street, Klamath Falls OR 97601

Toll Free Call or Text 866-883-3421

Toll Free Fax 855-331-3421

* Requirement: All applicants must fill out a separate Application to Rent Form **Move-In Date:** _____

Applicant Screening Charge: \$30 per applicant *06-03

Email us: info@t-crealty.com or www.t-crealty.com

Attention: ****Co-signer Agreement****

In certain circumstances, We may allow co-signers for applicants who do not meet our screening criteria. However, co-signers are liable for any damages & all past due amounts on the applicant's rental account.

Personal Information for Co-signer

Full Name: _____

first middle last

S.S.#: _____ Birth Date: _____

Telephone Number : (_____) _____

Fax Number : (_____) _____

Cell phone Number : (_____) _____

Driver's License Number & State: _____

License Plate & Auto Make: _____

Email: _____

Income Description

Present Employer Name: _____

Complete Address: _____

Contact Person: _____

Telephone #: _____ Fax #: _____

Position: _____ Email: _____

Gross Wages: _____ Net: _____ How often: _____

Years on Job: _____ Years in Profession: _____

Position Held? _____

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

Source: _____ Amt : _____ Frequency: _____

Source: _____ Amt : _____ Frequency: _____

Source: _____ Amt : _____ Frequency: _____

Total Monthly Income: \$ _____

Past Employer Name: _____

Complete Address: _____

Contact Person: _____

Telephone #: _____ Fax #: _____

Position: _____ Email: _____

Gross Wages: _____ Net: _____ How often: _____

Years on Job: _____ Years in Profession: _____

Position Held? _____

Reason for leaving: _____

Residence History

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: _____

Continued Next Page →

City State Zip Code Phone #

Contact Person: _____

Telephone #: _____ Fax #: _____

Position: _____ Email: _____

Will Your Landlord give you a good rental reference? Yes or No

Have you paid your rent on time? Yes or No

2).Previous 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 Phone #

Contact Person: _____

Telephone #: _____ Fax #: _____

Position: _____ Email: _____

Will Your Landlord give you a good rental reference? Yes or No

Have you paid your rent on time? Yes or No

3).Previous 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 Phone #

Contact Person: _____

Telephone #: _____ Fax #: _____

Position: _____ Email: _____

Will Your Landlord give you a good rental reference? Yes or No

Have you paid your rent on time? Yes or No

Personal References

1). Name: _____

Relation: _____ Phone #: _____

Occupation: _____ State: _____

2). Name: _____

Relation: _____ Phone #: _____

Occupation: _____ State: _____

3). Name: _____

Relation: _____ Phone #: _____

Occupation: _____ State: _____

Please circle yes or no in response to the question

1. Are there any outstanding judgements against you? **No or Yes**

2. Have you been declared bankrupt within the last 7 yrs? **No or Yes**

3. Have you had property foreclosed upon in the last 7yrs? **No Yes**

4. Do you have a lawsuit that is currently pending? **No or Yes**
(Includes Small Claims Cases) If yes, please explain below:

Continued Next Page →

5. How many lawsuits have you filed? _____
(Includes Small Claims Cases)
6. Have you or are you studying to become an attorney? **No or Yes**
7. Do you have a relative that is an attorney? **No or Yes** If yes, who: _____ & do they specialize in landlord tenant law? **No or Yes**
8. Have you filed a lawsuit against a previous landlord or management company company? **No or Yes** If yes, please explain below:
9. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? **No or Yes**
10. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee? **No or Yes**
11. Are you obligated to pay alimony child support or separate maintenance? **No or Yes**
12. Have you had an ownership interest in a property in the last 3 years? **No or Yes**
13. Are you the co-maker or endorser on a note? **No or Yes**
14. Are you a U.S. citizen? **No or Yes**
15. Are you a permanent resident alien? **No or Yes**

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 rent at contract signing unless you specify it to go towards the Security Deposit as payments can only be made on Rent. You will have three (3) days unless otherwise arranged in writing to come up with the necessary rent and deposit(s) monies.

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 &/or incomplete applications may result in a denial. Co-signer &/or additional security deposits &/or both may be required to qualify.

- 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 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.

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
- 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 & 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 lease & may terminate your tenancy & pursue possession.

Cosigner Duties - I/We Agree & Understand that the parties we have agreed to cosign for have responsibilities and duties as Tenants. And we will make sure these are taken care of/adhered to.

I/We Agree & Understand that:

1. **Initial:** _____ 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. Lease penalties will apply.
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/needhelp.pdf or hire help. Also contact SOCO, your church, senior citizens services, Salvation Army, Spokes, etc.
4. **Initial:** _____ Rent will be paid before midnight on the 4th 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) a \$50 noncompliance fee if any utility bills are late. If rent is not paid by the end date on the 72 hour nonpayment of rent notice, I agree to pay all costs for Town & Country Realty 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 not commit waste (damage) to the property And I understand proper pet containment is my responsibility.
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
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", & Never to drive over the lawns. Review Landscaping addendum 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. Yes - They are expensive @7 but much less than the \$250 Fire Marshall fine.
12. **Initial:** _____ Agree to wash the interior/exterior windows & sills and exterior of home as often as necessary to keep them clean.
13. **Initial:** _____ Use only picture molding clips if picture molding is present in home. If not, Agree to fill all nails holes made to the property with shrink-free spackle applied with a finger never with a putty knife (as they leave big square swaths of material that not only ruins the paint job but also emphasize the patch rather than minimizing it).
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 with the Check in List.
15. **Initial:** _____ Agree that this rental is a Smoke, & Meth/Drug Free property & that we will be billed to repaint the home &/or reseal or replace the floors if any smoking odor is present. This is easily 3-5K for a standard 1 bedroom home. **Smoking is considered to be DAMAGE.**
All of our properties are SMOKE FREE. So please enforce the no smoking on property rule. We bill \$1 to pick up cigarette butts.
16. **Initial:** _____ Agree to have the carpets cleaned professionally at minimum of once per year & at move out. I agree to have them cleaned more often if it is needed. **And agree if the carpets are still wet from cleaning not to move anything in on the carpets till it is completely dry** (or it will ruin the cleaning job).
17. **Initial:** _____ Bag all garbage before placing in garbage cans. All garbage & landscape debris removed weekly & at move out. Otherwise abandoned property notice must be served & storage charges accrue on anything we have to hold for required 8 day period. **No Dumping allowed on property/Lawn clippings & Landscaping debris must be removed.**
18. **Initial:** _____ Keep all areas of use free and clear of ice and snow at all times, leave heat on minimum of 60 degrees & drip hot & cold interior faucets when below freezing temperatures are expected. See Winter Weather Notice for details
19. **Initial:** _____ Put FELT under all furniture, never to wear high heels on the floors, use Minwax hardwood floor cleaner if home has wood floors &/or laminant floors and to adhere to the floor care form (Minwax not a wax - just a specialized cleaner).
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:** _____ Agree to Keep water damage from occurring (make sure washer water hoses are tight, plumbing/drains are not leaking, drip faucets during freezing temperatures, etc.) & **keep liquid draino & plunger on premises in case of problems &/or emergencies.** Preventive: Agree to Use liquid draino at least once a year to keep drains clean (especially bath sink with long hair).
23. **Initial:** _____ I/We Agree to stay a minimum period of: (check one) _____ 6 months, _____ 9 months, _____ 12 months or: _____
24. **Initial:** _____ I/We Agree to pay my last months rent. If vacating in noncompliance, I/We understand there will be a noncompliance fee equal to 1.5x a month's rent (waived with conditions if you move to another of our rentals -ask for more details) if we vacate before the end of our lease term & contract signing incentives may be required to be repaid.
25. **Initial:** _____ I/We agree to give written 30 days notice of our intent to vacate, pay our last month's rent on time and in full, return the Check Out/Move Out form plus the return of possession form completed & signed to the office with the keys + provide a forwarding address. Forms are located here: www.t-crealty.com/confirm.pdf - I agree to vacate by the end date on that notice or pay hold over rent + damages.
26. **Initial:** _____ 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/no cause notices or 10 day no cure notices, 24 hour notices, etc). I/We agree not to use frivolous claims in a lawsuit & If I/We do hire an attorney we understand that any fees waived by Town & Country Realty will become immediately due.
27. **Initial:** _____ Agree to return all keys & note returning possession to landlord at move out. If keys not returned & no note, eviction must be filled to return possession to us.
28. **Initial:** _____ Submit a written maintenance request when something on the property needs attention. www.t-crealty.com/maintenance.pdf
29. **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 may be terminated and our contract may not be renewed. **For some reasons why tenancy may terminated, please review: www.t-crealty.com/termination.pdf**



RENTAL AGREEMENT CO-SIGNER

FORM 1 C

Date: _____

1. Name of property (if applicable) complete address: _____

Name of landlord: Town & Country Realty info@t-crealty.com

Address to which notices shall be sent by first class mail: 2300 Biehn Street

City, State, Zip: Klamath Falls Oregon 97601

Phone #: 1-866-883-3421 #

Fax: 1-855-331-3421

2. Tenant(s) Name(s): _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax: _____

3. Co-Signer: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax: _____

Co-signer agrees to notify the landlord if the address or phone numbers change.

Section 4: Co-signer guarantee

Co-signer hereby agrees to guarantee and to be unconditionally responsible for all obligations under the Rental Agreement for the tenant and property described in Section 2.

The co-signer hereby guarantees the tenant's performance of the rental agreement including financial obligations as well as other items in the rules and regulations, addendum and statutory requirements.

This guarantee by the co-signer extends to all agreements, amendments, renewals or extensions between the landlord and tenant. If the rental agreement is a month-to-month agreement, the co-signer may terminate the agreement with a written 60 day notice to the landlord at the address listed in Section 1. A termination of the co-signer's guarantee will result in 30-day termination notice to the tenant unless the tenant reapplies for continued occupancy via a new rental application. If the rental agreement is for a fixed term, the co-signer may not terminate the agreement prior to the termination of the agreement. Termination of this guarantee will not affect the co-signer's obligations under the Rental Agreement prior to the termination of this guarantee.

The co-signer is not authorized to occupy the dwelling unit.

Other Agreements: _____

5. Waiver of privacy: The tenant(s) of this rental agreement waives any right of privacy regarding this rental agreement and the co-signer will be notified of any notice served upon the tenant.

Signature of Tenant(s): _____

Signature of Tenant(s): _____

Signature of Tenant(s): _____

Signature of Tenant(s): _____

Date: _____ Co-signer: _____

Date: _____ Co-signer: _____

Accepted by Landlord: _____

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 & 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

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

For our good faith estimate of the number of applications pending, Please visit 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

Sample of our rental agreement addendum: 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

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

For reasons why we terminate tenancy - please visit: 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 home with arranging a home loan, please circle: Yes or No
- B). Would like assistance with arranging a home loan, please circle: Yes or No

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 challenge loans - there is a loan out there for everyone.

Please be aware that no applications will be processed without all applicants signatures, all info on the application, all applications for occupants on file including pet(s) &/or cosigner and the application charge(s) paid in full.

Please note - No leases or contracts can expire November 15th through January 5th

Cosigners are required on applicants who need to pay additional security deposits &/or security deposit payments. Cosigners are liable for all past due amounts on the applicant account. In some cases, payments on the past due account can be arranged. We have yet to turn over a cosigner to collections on an tenants past due account. But we still require cosigners on high risk applicants.

www.Living-In-Klamath-Falls.com

I agree to cosign for the following person(s):

How do you know the applicant(s)? _____

I also agree to provide a copy of my driver's license & most recent paystubs for a 30 day period - please fax toll free to 1-866-883-3421

Please note - No leases or contract can expire in December.
Property(s) applying for: _____

Date: _____ Move-In Date: _____

Co-Applicant Signature: _____

Email: _____

Please fax with copy of the signed cosigner contract Toll Free to 855-331-3421. Available online at www.t-crealty.com/cosignerapplication.pdf