



# Applicant Screening Charge Receipt

Form 23

CURRENT DATE: \_\_\_\_\_ MOVE-IN DATE REQUESTED: \_\_\_\_\_

APPLICANT NAME(S): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  Do not notify by phone

APPLICANT HEARD ABOUT PROPERTY FROM: \_\_\_\_\_

Received from the above named applicant \$ \_\_\_\_\_ as an applicant screening charge.

The following documents have been given to the applicant:

- The written applicant screening criteria
- The written applicant screening process disclosure
- A verbal good faith estimate of the available units and the number of applications currently being reviewed.

*#30 per Applicant + cosigner*  
*Emailed - Mailed*  
*- Personal Service*  
*- Faxed*  
*See Disclosure*

If the applicant's application is accepted, the applicant will have 4 days to complete a rental agreement and pay all applicable money due.

APPLICANT(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER/AGENT: \_\_\_\_\_ TELEPHONE: 1-866-883-3421 #

ADDRESS: Town & Country Realty  
2300 Biehn Street  
Klamath Falls, OR 97601-1762  
Real Estate Sales (541) 883-3421 #

\_\_\_\_\_

\_\_\_\_\_

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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: [www.livinginklamathfalls.com/rentals.htm](http://www.livinginklamathfalls.com/rentals.htm) for exact number

For our good faith estimate of the number of applications pending: Please visit [www.livinginklamathfalls.com/rentals.htm](http://www.livinginklamathfalls.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)

*Emailed - Mailed - Faxed - Personal Service*



# APPLICANT SCREENING CRITERIA

# FORM 22

DATE: \_\_\_\_\_ APPLICANT NAME(S): \_\_\_\_\_  
CURRENT ADDRESS OF APPLICANT: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Applicant(s) are urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. A valid explanation for any difference from the requirements may be considered by the landlord if provided by the applicant(s). If necessary, provide additional information or explanations on a separate sheet of paper. Failure to meet the screening criteria may be grounds for: (1) The denial of the application, or (2) The requirement of a co-signer who will also be required to meet the screening criteria, and/or (3) The requirement of payment of an additional deposit. Incomplete, inaccurate, illegible or falsified information may be grounds for rejection or termination of the rental agreement upon discovery.

### 1. APPLICATION PROCESS:

- Each applicant over 18 shall submit a completed application that is legible, verifiable and accurate.
- Each applicant(s) shall provide two pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$ 30 per person (18 and over) shall be paid at the time of application. This charge is:
  - Nonrefundable;
  - Refundable if a prior application is accepted; or
  - Other: \_\_\_\_\_
- The landlord utilizes a Tenant Screening Service to verify information.
- The landlord obtains credit reports to verify financial information.
- The landlord obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from a tenant screening service or a consumer credit reporting agency, the applicant(s) shall be notified, in writing, of that fact at the time of the denial. The name and address of the agency will be provided to allow the applicant(s) to obtain a copy of the reports and correct any incorrect information.

### 2. SOURCE and AMOUNT OF INCOME:

- Total income shall be 3 times the rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
- If employed, copies of at least two pay stubs or an employer statement of earnings.
  - If self-employed, copies of the last tax return.
  - If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income.

### 3. INCOME AND DEBTS:

If the applicant(s) have monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

### 4. HOUSING REFERENCES:

The applicant(s) shall provide information necessary to verify rental or home ownership history for the past 5 years. Information obtained from those related by blood or marriage may require a co-signer or an additional security deposit.

### 5. LIMITATIONS:

- Occupancy may not exceed two persons per bedroom.  Vehicle parking is limited to \_\_\_\_\_ vehicles
- The rental unit is a non-smoking unit.  Pets or other animals are not permitted.

Aid animals or modifications to the unit necessary to assist those with disabilities will be allowed with a medical certificate of need.

### 6. ARRESTS AND CONVICTION:

Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.

### 7. DEMEANOR AND BEHAVIOR:

of applicants during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

### 8. OTHER REQUIREMENTS:

*Karen accepted fairley rental housing policy @ appropriate policy (s) for rental you are interested in. Can be processed emailed faxed or needed online*

I hereby acknowledge receipt of this disclosure:  
Owner/Agent Name: Jessie Simpson  
Address: 2300 Biehn St Falls OR 97601

## **T**enant Duties

Please Initial each line & Return

I/We Agree & Understand:

1. \_\_\_\_ \_\_\_\_ Understand I have Tenant Duties & Responsibilities & agree to perform them
2. \_\_\_\_ \_\_\_\_ Agree to vacate if I can not perform as per the rental contract.
3. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ I nor my pets will affect the quiet enjoyment of others
6. \_\_\_\_ \_\_\_\_ I nor my pets will commit waste(damage) to the property
7. \_\_\_\_ \_\_\_\_ 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
8. \_\_\_\_ \_\_\_\_ 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
9. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ Test Smoke Detector regularly and replace the battery with a Lithium battery only.
12. \_\_\_\_ \_\_\_\_ Agree to wash the interior/exterior windows & sills
13. \_\_\_\_ \_\_\_\_ Agree if the carpets are still wet from cleaning not to move anything in till the carpet is dry.
14. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ Put FELT under all furniture, never to wear high heels or the floors, use Minwax hardwood floor cleaner if home has wood floors and to adhere to the floor care form
16. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ Bag all garbage before placing in garbage cans and get garbage removed weekly.
18. \_\_\_\_ \_\_\_\_ Keep all areas of use free and clear of ice and snow at all times See Winter Weather Notice for details
19. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ 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. \_\_\_\_ \_\_\_\_ Change heater filters every 3 months or more often if they are dirty.
22. \_\_\_\_ \_\_\_\_ Keep water damage from occurring - make sure washer hoses are tight, etc.
23. \_\_\_\_ \_\_\_\_ Agree to pay my last months rent. If vacating in noncompliance, I/We understand there will be a noncompliance fee & that our lease signing incentives must be repaid.
24. \_\_\_\_ \_\_\_\_ 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.
25. \_\_\_\_ \_\_\_\_ 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 lease 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)

**D**isclosures: 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:  
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For our good faith estimate of the number of rental available:  
Please visit: [www.livinginklamathfalls.com/rentals.htm](http://www.livinginklamathfalls.com/rentals.htm) for approximate number

For our good faith estimate of the number of applications pending:  
Please visit [www.livinginklamathfalls.com/rentals.htm](http://www.livinginklamathfalls.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:  
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[www.t-crealty.com/screeningmulti.pdf](http://www.t-crealty.com/screeningmulti.pdf)

For reasons why we terminate - 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.

## **T**own & Country Realty's 30 day For Cause Termination Notice Disclosures & Policy:

Failure to adhere to your signed rental contract with us, committing waste to the property &/or landscaping, ignoring verbal or written requests from us or the owner, failure pay your rent, deposit & fees on time or any contract violations will result in the termination of your tenancy, eviction fees &/or non-compliance fees &/or our intent not to renew your lease. All fees due to your non-compliance will be billed to your account and due, payable & collectable. If you cure notices sent to you Or you do not vacate by the end date & time on the termination notice(s) sent to you - you will become a holdover tenant subject to the hold over tenant rent increase of double the per daily rent and we have no other choice but to file for possession with the courts and your rental account will be charged \$250 per visit to the court house plus all court costs, sheriff service of notice costs & attorney fees. Please Cure by the cure date on all of your notice(s) or Vacate by the termination date!

We reserve the right to extend in writing only extension times to cure &/or vacate but this in no way limits our right to terminate you tenancy &/or pursue possession. If you decide to hire an attorney to fight our notices or your eviction, please have them contact us by email or fax (it must be in writing) before we file your eviction. We may allow a contract modification if signed before the eviction is filed & may arrange an extension and/or extended move out date if you come into compliance on issues we need immediately compliance on but this in no way limit our right to terminate you tenancy &/or pursue possession.

If the cure date on your notice(s) accidentally expires on a Holiday or a Sunday, you have till Noon on the next day that is not a holiday or a Sunday to come into compliance. If termination date on your notice(s) terminates on a Holiday or a Sunday, you have till Noon on the next day that is not a holiday or a Sunday to vacate.

If you do not cure your notice(s), please take this as our written intent not to renew your lease and that we will pursue possession with the courts. Any repeat of violations of your rental contract, rental policies &/or rule violations on a 30 day for cause notice, will result in a 10 day termination notice without ability to cure, termination of your tenancy, and we will pursue possession.

Please review the violations on our 30 Day Termination Notice available online at [www.t-crealty.com/termination.pdf](http://www.t-crealty.com/termination.pdf) so that you remain in compliance with your rental contract at all times. If you do not comply with future requests either written or oral or repeat any of the above violations, please take this as our written notice of our intent not to renew your lease.

Keys must be returned to our office by the end date & time of your termination notice and the cleaning as per your deposit refund form. We are enclosing a link to our deposit refund policy for your convenience: [www.t-crealty.com/confirm.pdf](http://www.t-crealty.com/confirm.pdf) If you leave items, &/or garbage behind after you move out &/or return keys, you will be billed \$25 for us to serve you with a notice of abandoned property & per day storage fees as we are required to store the property for several days before disposal.