

Klamath Basin Property Management

805 Plum Ave., Klamath Falls, OR 97601
(Office) 541-883-1995 (Cell) 541-281-2394



Rental Application - A \$30 per applicant screening charge is necessary in order to process your application. Two pieces of identification (including one picture ID) are required at the time of application completion.

How did you learn about Klamath Basin Property Management (circle all that apply)?

- 1) The Herald & News 2) Homes & Land 3) Yellow pages 4) On-site "for rent" sign 5) Friend/neighbor/relative
7) Other_____

What property or properties are you applying for?_____

What is your current phone number (or other # where we can contact you? _____

Applicant Name:_____

Alias/Alternate/Maiden name?_____ Last, First Middle Initial

Birth Date_____ Social Security Number____/____/____ Driver's Lic. #_____

Note: State ID or Military ID numbers may be substituted for drivers license number.

Major Credit Card(s)_____

Monthly Obligations (car payment, dept. store, etc. _____

Bank_____ Branch_____ Savings Checking Both (circle)

Rental History

Present

Address_____ City_____ State_____ Zip_____

Rent/Mortgage Paid:\$_____/mo_How Long? _____ From (month/year)_____ To
(month/year)_____

Landlord/Manager and/or Company Name_____

Phone(s)_____

What word best describes your relationship with the manager/landlord (please circle one)?

- 1) Professional 2)Friend 3) Relative

Reason for moving: _____

Previous

Address_____ City_____ State_____ Zip_____

Rent/Mortgage Paid_\$_____/mo How Long?_____ From (month/year)_____ To
(month/year)_____

Landlord/Manager and/or Company Name_____

Phone(s)_____

What word best describes your relationship with the manager/landlord (please circle one)?

- 1) Professional 2)Friend 3) Relative

Reason for moving:_____

Previous

Address _____ City _____ State _____ Zip _____

Rent/Mortgage Paid \$ _____ /mo How Long? _____ From (month/year) _____ To (month/year) _____

Landlord/Manager and/or Company Name _____

Phone(s) _____

What word best describes your relationship with the manager/landlord/company (please circle one)?

- 1) Professional 2) Friend 3) Relative

Reason for moving _____

**please note that any additional addresses lived at in the past five years should be submitted on a separate sheet of paper including full address, length of tenancy, names and phone numbers of landlord or management company. By failing to turn in additional sheet, applicant states that all addresses listed above are accurate and are a complete list of all tenancies, occupancy, and/or ownership in the past five years.

Employment Information

Present Employer: _____ How Long (Y/M)? _____ Monthly

Salary _____

Address: _____ Job title: _____

Phone: _____

Previous Employer _____ How Long (Y/M)? _____ Monthly

Salary _____

Address: _____ Job title: _____

Phone: _____

Additional Income: Amount per month _____

Source _____

Emergency Information (other than person living or who will live with you)

In case of emergency please notify-- _____

Complete address: _____

Phone number: _____ Relationship: _____

Personal Reference (must be different than emergency contact person)

Name: _____ Phone number: _____

Relationship: _____

Vehicle Data

TOTAL Number of Vehicles _____

Make _____ Model _____ Year _____ Color _____ License # _____

State _____

Make _____ Model _____ Year _____ Color _____ License # _____

State _____

Do you have a camper, trailer, or boat? _____ License # _____

Proposed Occupants (other than those listed above as applicant)

Name: _____ Birthday: _____ SSN# _____

Relationship: _____
 Name: _____ Birthday : _____ SN# _____
 Relationship: _____
 Name: _____ Birthday: _____ SSN# _____
 Relationship: _____
 Name: _____ Birthday _____ SSN# _____
 Relationship: _____
 How many TOTAL people will there be living in the rental unit? _____
 How many TOTAL people are filling out applications for residency? _____
 Do you expect to have any guests within the unit for more than 14 consecutive days? _____
 When will you be ready to move in (circle up to 2)?
 A) immediately B) as soon as unit is ready C) 1 week D) 2 weeks E) more than 2 weeks F) unknown
 G) Other: _____

When will you have the "move-in" money (note that this is usually approximately twice the monthly rent)?
 A) immediately B) as soon as unit is ready C) 1 week D) 2 weeks E) more than 2 weeks F) unknown
 G) Other: _____

Do you have a pet? Yes _____ No _____
 # of Dogs _____ # of Cats _____ Other _____
 If you have a pet: Age(s)? _____ weight(s)? _____ lbs. Inside Pet? Yes () No ()
 Licensed? Yes () No () Spade/Neutered? Yes () No () Immunized? Yes () No () Outside Pet? Yes () No ()
 Caused any past injury? Yes () No () Caused any past damage to property? Yes () No ()
 Describe pet(s) briefly: _____

Background Information

1. Have you ever been evicted for non-payment of rent? Yes () No ()
2. Have you ever been evicted for any other reason? Yes () No ()
3. Have you ever had a judgment filed against you
for non-payment of rent or for damages to a rental unit? Yes () No ()
4. Have you ever been arrested and/or convicted for rape, arson, physical
abuse, prostitution, or illegal use and/or sale of illegal drugs? Yes () No ()
5. Have you ever been convicted of a felony? Yes () No ()
6. Are you a Section 8 applicant? Yes () No ()
7. Do you plan on using the rental unit as a child-care
facility and/or plan to do any extensive baby sitting? Yes () No ()
8. Have you ever sued a landlord for any reason? Yes () No ()
9. Have you lived in the state of Oregon for at least the past six months? Yes () No ()
10. Have you ever received a 30-day notice from a landlord/manager? Yes () No ()
11. Do you smoke? Yes () No ()
12. Do you have a waterbed? Yes () No ()
13. Did you give your current landlord/manager a 30-day notice? Yes () No () N/A ()
14. Have you ever filed for bankruptcy? Yes () No ()
15. Have you ever received a violation notice for
noise, traffic, or garbage from a manager? Yes () No ()
16. Are you a full-time student at a local college, trade school, or university? Yes () No ()
17. Do you have a co-signer? Yes () No ()

Applicant certifies that the above information is true and correct and authorizes Klamath Basin Property Management to verify any and all information necessary (including criminal and credit checks) to evaluate the application for tenancy and credit standing. Applicant understands that inaccurate, incomplete, or false information is grounds for denial of the application and could also result in termination of tenancy.

 Applicant Signature _____
 Date

 Applicant Signature _____
 Date

Date Received: _____ Time Received: _____



Tenant Screening and Selection Process. Criteria for Residency.

Applicant is urged to review the screening criteria to determine if requirements can be met. If any applicant needs assistance, known as "reasonable accommodation" in the application process, please advise the owner/agent. Each applicant over 18 (and those who may qualify as tenants as per ORS 109.510 and ORS 109.697) shall submit a completed application. Acceptance or denial of the application may take up to 5 business days. Upon acceptance, applicants may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits within 3 business days.

1. Applicant's gross income may be three times the rent amount. Inconsistent work references or other inconsistent income which result in applicants gross income to be less than three times the rent amount, may result in the landlords right to deny application.
2. All current and previous landlord references will be verified. Information such as the following may result in the landlord's right to deny the application:
 - a) previous indications of inability to pay rent, b) previous rental agreement violations, or c) conduct which disturbs the peaceful enjoyment of neighbors.
3. Failure to provide correct verifiable references may result in the landlord's right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent.
4. Landlord will make two attempts to contact and verify references. Failure to contact verifiable references may result in the landlord's right to: a) deny the application, b) terminate the rental agreement if references are subsequently determined false, or c) charge an additional deposit of 100% of the stated monthly rent.
5. A credit check will be run on each application. A factor may be applied against the number of accounts and outstanding debts. A debt-to income ratio of more than 30% may result in the landlord's right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency, or c) charge an additional deposit of 100% of the stated rent.
6. Any recorded or unrecorded FED, collections, late payment history, or judgments may result in the landlord's right to: a) deny the application, b) require a co-signer, meeting the same criteria for residency c) terminate the rental agreement if subsequent information regarding prior FED, collections, or judgments are determined detrimental by the landlord, or d) charge an additional deposit of 100% of the stated monthly rent.
7. Verification of income may be made by: a) employment verification b) proof of self-employment may be made by verification of business license with city and commerce department. c) proof of non-employment income. Proof of

income may be documented through prior years tax statement, bank verification, pay stubs, investment reports, and/or other financial data. All sources of employment and non-employment income shall be legally obtained and verifiable.

Stability of the source and amount of income during the past five years may be considered.

8. Demeanor, attitude, and behavior during application and interview process will be considered.

9. The maximum number of occupants per unit is as follows: 1 Bedroom-2 Persons, 2 Bedrooms-4 Persons, 3 Bedrooms-6 Persons, 4-Bedroom-8 persons, etc.

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

11. Pets may or may not be permitted, dependent on the owner/agent. Parking shall be limited to two vehicles per unit, unless specified otherwise. Smoking may or may not be permitted, dependent on the owner/agent. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.

12. Any information provided that is incomplete, inaccurate, or falsified may be grounds for denial of the application or subsequent termination of tenancy.

All applications are processed by a consumer credit reporting agency, which reports bankruptcies, suits, garnishments, attachments, foreclosures,

repossessions, evictions, profit and loss accounts, delinquent credit obligations, insufficient credit lines/references, and criminal history. As per ORS 90.295 Section 11 (3), all applicants have the right to dispute the accuracy of any information provided by the credit reporting agency. The agency used by Klamath Basin Property Management is:

TransUnion - P.O. Box 390 Springfield, PA 19064 800-888-4213

Application is property of Klamath Basin Property Management