

Quality Property Management Company

317 Howard Street, Medford, Oregon 97504

◆ (541) 776-7674 ◆ Fax (541) 776-3246 ◆

E-Mail Address: info@qpmcompany.com

IMPORTANT

Please read prior to
filling out the
application

APPLICATION SCREENING GUIDELINES

APPLICATION PROCESS

- ❖ Applications are available for all interested parties and are required to be received by QPM prior to scheduled showings.
- ❖ We must receive the screening charge(s) for all applicants, prior to processing any applications.
- ❖ We review completed applications in the order in which they are received.
- ❖ We may take up to five business days to verify information on an application.
- ❖ If we are unable to verify information on an application, the application may be denied.
- ❖ Failure to provide all required documentation within 24 hours of submission of screening charges will lead to your application being rejected and loss of screening charges.
- ❖ All prospective tenants are required to attend a scheduled showing or execute a sight-unseen waiver prior to QPM processing any applications.
- ❖ Be prepared to pay screening fees at all showings. QPM accepts screening fees on first-come-first-serve basis. QPM is not obligated to hold an applicant's position until the screening charge is received.
- ❖ **WE REQUIRE TENANT(S) TO OBTAIN RENTER'S INSURANCE**

SCREENING GUIDELINES

Complete Application

- ❖ Unless joint applicants are married, each must submit an individual application.
- ❖ We will not review incomplete applications.
- ❖ We will accept the first qualified applicant(s).

Identification

- ❖ Applicant must provide government issued photo identification.

Prior Rental History

- ❖ Rental History of 3 years or more must be verifiable and can require joint rental history.
- ❖ Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- ❖ Exceptions may be made for applicants by means of **additional security deposit**. (ie., double deposit)

Sufficient Income/Resources

- ❖ Gross household income shall be at least **three** (3) times the rent (excluding utilities).
- ❖ Income/resources must be verifiable through pay stubs, current tax records and/or bank statements.

Credit/Criminal/Public Records Check

- ❖ Negative reports may result in denial of application
- ❖ Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance will be denied tenancy.
- ❖ Unpaid Utility bills in collections will result in denial

SCREENING PROCESS

- ❖ We determine, based on the application, whether or not the applicant meets our screening guidelines.
- ❖ We verify income and resources.
- ❖ We check with current and previous landlords.
- ❖ We obtain a credit report, a criminal records report and public records report.

DATE SUBMITTED _____ TIME SUBMITTED _____

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APPLICATION TO RENT

1ST Choice: _____ Monthly Rent: \$ _____

2ND Choice: _____ Monthly Rent: \$ _____

Desired Move in date: _____

PERSONAL INFORMATION

#1. FIRST NAME		MIDDLE NAME	LAST NAME	SOCIAL SECURITY NUMBER
DATE OF BIRTH	DRIVER'S LICENSE NO		HOME PHONE NUMBER	MOBILE PHONE NUMBER
E-MAIL ADDRESS				
#2. FIRST NAME		MIDDLE NAME	LAST NAME	SOCIAL SECURITY NUMBER
DATE OF BIRTH	DRIVER'S LICENSE NO		YEARS MARRIED	TELEPHONE NUMBER
E-MAIL ADDRESS				
HAVE YOU EVER BEEN EVICTED?	BEEN SUED BY A LANDLORD?	HAVE YOU FILED BANKRUPCY? YEAR DISMISSED AND EXPLANATION:		
BEEN CONVICTED OF A FELONY OR VIOLENT CRIME OR SEX CRIME?		DO ANY APPLICANTS SMOKE?	DO YOU HAVE AN OMPMP CARD?	

RENTAL HISTORY

CURRENT ADDRESS			CITY	STATE	ZIP
RENT AMOUNT	RENTING SINCE	REASON FOR MOVE	LANDLORD NAME	LANDLORD PHONE NUMBER	
PREVIOUS ADDRESS			CITY	STATE	ZIP
RENT AMOUNT	RENTED FROM	RENTED TO	LANDLORD NAME	LANDLORD PHONE NUMBER	
PREVIOUS ADDRESS			CITY	STATE	ZIP
RENT AMOUNT	RENTED FROM	RENTED TO	LANDLORD NAME	LANDLORD PHONE NUMBER	

EMPLOYMENT HISTORY

APPLICANT #1 EMPLOYER		EMPLOYER PHONE NUMBER	
CURRENT POSITION	NAME OF SUPERVISOR	TIME ON THE JOB	MONTHLY TAKE HOME PAY
APPLICANT #2 EMPLOYER		EMPLOYER PHONE NUMBER	
CURRENT POSITION	NAME OF SUPERVISOR	TIME ON THE JOB	MONTHLY TAKE HOME PAY

ADDITIONAL INCOME

OTHER INCOME (ex: section 8 voucher, food stamps, TanF, school funding, child/spousal support, alimony, SSI, etc)	MONTHLY AMOUNT
OTHER INCOME (ex: section 8 voucher, food stamps, TanF, school funding, child/spousal support, alimony, SSI, etc)	MONTHLY AMOUNT

FINANCIAL INFORMATION

BANK REFERENCE (CHECKING)	BRANCH	BANK REFERENCE (SAVINGS)	BRANCH
FINANCIAL OBLIGATION	MONTHLY AMOUNT	FINANCIAL OBLIGATION	MONTHLY AMOUNT
FINANCIAL OBLIGATION	MONTHLY AMOUNT	FINANCIAL OBLIGATION	MONTHLY AMOUNT

PERSONAL REFERENCES

NEXT OF KIN (IN CASE OF EMERGENCY)	RELATIONSHIP	ADDRESS	PHONE NUMBER
1.) PERSONAL REFERENCE	RELATIONSHIP		PHONE NUMBER
2.) PERSONAL REFERENCE	RELATIONSHIP		PHONE NUMBER

PERSONAL PROPERTY

1.) VEHICLE: MAKE	MODEL	YEAR	LICENSE #	STATE REGISTERED
2.) VEHICLE: MAKE	MODEL	YEAR	LICENSE #	STATE REGISTERED
3.) VEHICLE: MAKE	MODEL	YEAR	LICENSE #	STATE REGISTERED
DO YOU OWN A PIANO / ORGAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU OWN WATER-FILLED FURNITURE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU OWN AN AQUARIUM? <input type="checkbox"/> YES <input type="checkbox"/> NO		

MEMBERS OF THE HOUSEHOLD (Minors ONLY)

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH			
NAME	DATE OF BIRTH	NAME	DATE OF BIRTH			
PET: NAME	BREED	MALE OR FEMALE	COLOR(S)	AGE	WEIGHT	FIXED?
PET: NAME	BREED	MALE OR FEMALE	COLOR(S)	AGE	WEIGHT	FIXED?

APPLICANT SCREENING CHARGE DISCLOSURE(S):

- 1) 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) Authorization of employer to release employment and income verification.
 - d) Authorization of current or previous landlords to release rental verification and history.
- 2) Owner/Agent is charging a Screening Charge of **\$50.00** per adult, none of which is refundable. Application is valid for up to three weeks from date of receipt by Owner/Agent. Screening charge must be in cash or certified funds.
- 3) Upon receipt of the rental application and screening charge, Owner/Agent may 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 a felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug-related or weapons charges may be grounds for the denial of the rental application.

I understand part of the screening process includes my interaction with QPM and its employees. Further, any negative or abrasive attitudes, foul language, or verbal/physical abuse of any kind will lead to QPM's rejection of my application and forfeiture of application screening fees.

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 I have read the screening guidelines and the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and good standing (including, but not limited to credit checks).