

APPLICATION PROCEDURE POLICY AND SCREENING DISCLOSURE

All persons 18 years of age or older, emancipated or minor eligible under ORS 109.607 must submit an application.

You must look at properties before submitting an application. **With a valid driver's license and phone #** you will be given keys and directions to view property. Please inspect carefully. If you like it, fill out the application on the reverse side.

SCREENING CHARGE: \$45.00 (CERTIFIED CHECK OR MONEY ORDER) PER APPLICANT- **NOT REFUNDABLE.**

Submit two pieces of ID: Valid Driver's License, Passport, Tribal ID, Visa, legal alien ID or Social Security Card-one must be picture.

PROCEDURE: Applications are time stamped and processed as first received. Allow up to three days for processing.

Each application must fill out completely, truthfully and accurately. If application is accepted, applicant shall have 24 hours to sign rental agreement, get all utilities put in your name and pay all Security Deposits and pro-rated rent to move in.

SCREENING PROCESSING: Is done by Experian. Should you have a dispute or a concern with information obtained through the screening process you can call Experian directly at 888-397-3742 or you can access a dispute form online at www.experian.com/disputes/main.html.

NO SMOKING ALLOWED IN ANY UNIT AND NOT CLOSER THAN 25 FEET TO ANY BUILDING. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of the owner.

PET POLICY: If the property you have applied for accepts a pet, the security deposit shall be increased \$500.00 per pet.

Pets must be at least 1 year old, have all current shots, immunizations, neutered or spayed and licensed. The following breeds are prohibited due to insurance limitation on liability, Pit Bulls, Staffordshire Terriers, Doberman Pinscher, Rottweiler, German Shepherd, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, Wolf-hybrids or any mixed breed containing a portion or characteristics of these breeds.

RENTER'S INSURANCE IS REQUIRED IN ALL UNITS EXCEPT THOSE PROHIBITED BY STATUE. ORS 90.222

SECURITY DEPOSITS: Are equal to one month's rent plus \$500.00 payable prior to move in. If your screening is deficient or income qualifications are not met, your Security Deposit may be increased at Dolphin Real Estate LLC discretion. A 30 day written notice is required prior to move out, thereafter Dolphin Real Estate LLC has 31 days after move out to mail a refund/written accounting to tenant. If cleaning is needed, you will be charged per diem per your monthly rent for timely cleaning.

OTHER FEES YOU MAY BE CHARGED: ORS90.302 Late rent payment fee \$150.00; NSF Fee \$35.00; smoke Alarm tamper fee \$250.00; Unauthorized pet fee \$50.00 per incident; Noncompliance fee \$50.00 per incident; Carpet Cleaning cost by professional vendor or damages caused by tenant at \$100.00 per hour for labor to complete repairs beyond normal wear and tear or actual vendor cost or actual replacement value. Landlord is not required to repair damage caused by the tenant in order to claim against the deposit for the cost to make the repair. ORS90.300 Section 6 (B) (b)

OCCUPANCY: Based on number of bedrooms-Studio, 2 persons-1 bedroom, 2 persons+1, 3 bedroom 6+1 HUD standards.

RENT: You may pay your rent online with a valid credit/debit card (connivance fee will apply) or bank account (E-Check option) and your account is accessible through a portal setup by APPFOLIO. You may also pay with a money order or certified check.

SELECTION CRITERIA:

1. Applicant must have a good credit history, and verifiable employment history.
2. Applicant must have good rental references.
3. Must have no previous evictions (Forcible Entry and Detainer Actions) within past five years.
4. Applicant must have good timely rental or mortgage payment history.
5. All section 8 applicants must sign a consent form allowing applicable housing authority to release contents of, or information pertaining to Applicant's housing file and rental history.
6. Verification of present and previous landlords.
7. **Applicant must have acceptable demeanor (attitude and behavior)**
8. Income Requirements: Gross Income shall be three times the amount of the rent. You may combine all applicants' income, must be from a legal source, if combination of your monthly personal debt, utility costs and rent payments exceeds fifty (50) percent of your gross monthly income before taxes, we may deny your application or approve with an increased security deposit.
9. Applicants must show two (2) pieces of government issued identification.

BASIS FOR REJECTION OF APPLICANT:

1. False or incomplete information on documents.
2. Bad credit history and or no credit.
3. Amount of rent more than the acceptable ratio above.
4. Previous unfavorable rental history where landlord says they will not re-rent.
5. Prior criminal history that would affect health and safety of other residents of the property or a registered sexual predator.
6. Evictions (FED) within the past five years.
7. **Unacceptable attitude or demeanor.**
8. Open Bankruptcies.
9. Unverifiable sources of income.

At signing I will receive copies of all documents I signed, thereafter; copies of these documents will cost \$0.25 cents per page.

I CERTIFY I HAVE READ THE ABOVE SCREENING CRITERIA PRIOR TO SUBMITTING AN APPLICATION AND SIGNING THE RENTAL AGREEMENT, THIS APPLICATION WILL BECOME A PART OF YOUR RENTAL AGREEMENT.

Applicant Signature _____

Date _____

PM# _____/_____/_____