

DIVINITY PROPERTIES LLC
PO Box 25344 Eugene, OR 97402
Telephone: (541) 359-1700 ext 101

APPLICANT SCREENING CRITERIA

Date: _____ APPLICANT NAME: _____
CURRENT ADDRESS OF APPLICANT: _____
CITY: _____ STATE: _____ ZIP: _____ Telephone: _____

SCREENING FEES: \$25.00 PER INDIVIDUAL
CASH OR MONEY ORDER ONLY. NO CHECKS ACCEPTED.

Applicant is urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the applicant process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate 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 shall provide two (2) pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$25.00 per individual (18 and over) shall be paid at the time of application. **This charge is NONREFUNDABLE and must be paid in CASH OR MONEY ORDER. NO CHECKS ACCEPTED.**
- We will verify rental history, personal references, employment, and will obtain a credit report to verify financial information.
- If the application is denied in whole or in part on information received from the tenant screening, the applicant will be notified in writing of that fact at the time of denial. We will provide you with the name and address of the agency to allow you to obtain a copy of the report or correct any incorrect information.

2. SOURCE AND AMOUNT OF INCOME

- Total income shall be three (3) times the amount of monthly 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 (minimum 6 months), copies of at least two (2) pay stubs or an employer statement of earnings
 - If self-employed, copies of last tax return
 - If other income, copies of assistant 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 has 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 be not more than 50% of the total monthly income.

4. HOUSING REFERENCES

The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) years. Information obtained from those related by blood or marriage may require co-signer or an additional security deposit.

5. LIMITATIONS

- Occupancy may not exceed two (2) people per bedroom.
- Vehicle parking may be limited at certain properties.
- Pets are only permitted at certain properties.
- The rental unit is a non-smoking unit.
- Aid animals or modifications to the unit necessary to assist those with disabilities will be allowed.

6. ARREST AND CONVICTIONS

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

7. DEMEANOR AND BEHAVIOR

The demeanor and behavior of applicants during the application process will be considered. We may require the presence of all possible occupants for the application interview.

8. ACCEPTANCE POLICY

When you are notified that your application has been approved, you have 24 hours to bring in the security deposit in certified funds to reserve the unit and complete the reservation deposit form. Inability to pay the deposit within the 24-hour period will be cause to deny the application. The unit will not be considered reserved until the reservation deposit form has been completed. At the time that the rental is deemed ‘ready to rent’ by Divinity Properties LLC, it will be held no more than seven (7) days.

9. OUR POLICIES

- Unless otherwise indicated, all of our properties rent as a 12-month lease that will revert to a month-to-month agreement at the end of the lease term. If you vacate before the end of the lease, you will be responsible for a \$250.00 fee for breaking the lease and the balance still owing on the lease.
- All of our units are non-smoking; you are allowed to smoke on the exterior of the unit only.
- Divinity Properties LLC requires that all tenants maintain fire and theft insurance for their personal property. Tenants must provide Divinity Properties LLC with proof of renters’ insurance within fourteen days of move in.
- **IN ORDER TO BE PLACED IN POSITION FOR A PROPERTY, ALL INFORMATION MUST BE COMPLETED IN ACCORDANCE WITH THE APPLICATION CHECKLIST LOCATED ON THE LAST PAGE OF THIS APPLICATION. FAILURE TO PROVIDE ALL REQUESTED INFORMATION AND FEE’S WHEN YOU TURN IN YOUR APPLICATION WILL RESULT IN YOUR APPLICATION BEING PLACED IN THE GENERIC FILE. DURING THIS TIME ANOTHER APPLICATION COULD BE PLACED IN POSITION AHEAD OF YOU. WE SCREEN ON A FIRST COME FIRST SERVE BASIS _____ (Please Initial)**

I hereby acknowledge receipt of this disclosure. I authorize Divinity Properties LLC to verify rental history, employment, and any other references they feel are necessary to finish the screening of any application.

Applicant Signature

Date

DIVINITY PROPERTIES LLC P.O. BOX 25344
Eugene, OR 97402 Phone: (541) 359-1700

Application fee: \$25.00 per individual including \$25.00 for cosigners; 1 application per individual
NONREFUNDABLE. APPLICATION FEES TO BE PAID IN MONEY ORDERS OR CASH ONLY.

Property you are applying for: _____ Date unit wanted: _____
Total # of occupants in the unit: _____

Applicant Information

Name: _____ SS#: _____
Date of birth: _____ Driver's license #/State: _____

Rental History

Current Address: _____ Apt#: _____ City: _____ State: ____ Zip: _____
Current Phone: _____ How long residing: _____ Rent Amount: \$ _____
Reason for leaving: _____
Present landlord's name: _____ Address: _____ Phone: _____
Former Address: _____ Apt#: _____ City: _____ State: ____ Zip: _____
From: _____ To: _____ Reason for leaving: _____
Former landlord's name: _____ Address: _____ Phone: _____

Are you currently being evicted? _____ Have your ever been evicted? _____ Have you ever forfeited
your security deposit? _____ If YES, explain: _____

Are you currently receiving housing assistance? _____ If YES, is it a certificate of voucher? _____

Employment Information

Present Employer: _____ Phone#: _____ Position: _____
Date of Hire: _____ Supervisor: _____ Gross Pay: \$ _____
Other Income: \$ _____ Source: _____ TOTAL INCOME \$ _____

***You must provide verification for all sources of income.**

Credit Information

Are you currently in the process of filing bankruptcy? ____ Have you ever filed bankruptcy? ____
If so, what year? _____ Is the bankruptcy discharged? _____ ***You must provide verification**

Do you have a bank account? _____ If so, bank name? _____ Branch: _____

Is your credit combined with another individual? _____

Personal References (required to provide 3)

Name: _____ Address: _____ Phone: _____

How long have you known them? _____

Name: _____ Address: _____ Phone: _____

How long have you known them? _____

Name: _____ Address: _____ Phone: _____

How long have you known them? _____

Occupancy Information

Additional Occupants **over the age of 18:**

Name	Age
_____	_____
_____	_____
_____	_____

Additional Occupants **under 18**

Name	Date of Birth
_____	_____
_____	_____
_____	_____

Miscellaneous

Do you have a pet? ____ If yes, how many? ____ What kind(s)? _____

Is it spayed/neutered? _____ Age of pet(s) _____ Approx weight of pet(s) _____

Do you intend you to use any of the following:

Do you have:

Waterbed _____	Renter's Insurance: _____
Aquarium _____	A vacuum cleaner: _____
Musical Instrument _____	A broom: _____
A satellite dish _____	Cleaning Supplies: _____
	Furniture: _____

Do you or members of your family smoke? _____

Have you ever been convicted of or pled guilty to a felony or misdemeanor?

Where: _____	When: _____	Explain: _____
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Automobiles

Year: _____	Make: _____	Model: _____	Lic. # _____	St.: _____
Year: _____	Make: _____	Model: _____	Lic. # _____	St.: _____
Year: _____	Make: _____	Model: _____	Lic. # _____	St.: _____

I certify that the information I have submitted on this application is correct and hereby authorize Divinity Properties LLC to do a credit check and make any inquiries deemed necessary to evaluate my tenancy. I understand that giving false or incomplete information is grounds for rejection of this application. If any information supplied on this application is later found to be false, it is grounds for termination of tenancy.

If the application is approved, applicants will have 24 hours from the time of notification to either execute a rental agreement and pay all monies required or, if the unit is not available until a future date, to make a deposit to hold the unit and execute the reservation deposit form which will provide for forfeiture of the deposit if the applicant fails to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit, and the next application will be processed.

Furthermore, by signing below, **I acknowledge that I have read and understand the screening process and policies of Divinity Properties LLC.**

Applicant Signature

Date

Please take a few moments to complete the application checklist on the next page; it will help facilitate the rental application process.

APPLICATION CHECKLIST

To ensure that your application is processed as quickly and efficiently as possible, please remember to include all of the following for your application:

- ✓ **Application Fee**—We cannot process your application without it. It is \$25 per individual who will be living in the unit and is non-refundable. It must be in the form of either a money order or cash; **NO CHECKS ACCEPTED.**
- ✓ **Completed application FILLED OUT ENTIRELY**
 - _____ All contact information and phone numbers
 - Employer's phone number
 - Current landlord's phone number and address
 - Previous landlord's phone number and address
 - All reference phone numbers and addresses
 - _____ Signatures in all necessary places
 - _____ Current address and phone number where you can be reached
 - _____ Names and ages of **EVERYONE** who will be living in the unit
- ✓ **Two pieces of ID**
- ✓ **Two recent pay stubs**
- ✓ **Applications from ALL roommates** (if applicable)

You will most likely require a co-signer if you do not meet the following criteria:

2 years of verifiable rental history

6 months continuous employment with the same employer

Earn 3 times the amount of rent per month

If you require a co-signer, don't forget:

- ✓ **Co-signer application fee** (\$25.00 per co-signer)
- ✓ **Completed guarantor application**
- ✓ **Income verification from the co-signer**

This can be any of the following:

- A pay stub
- The front of a tax return
- A bank statement (account number can be blacked out)
- A letter from a manager of supervisor **on company letterhead** that states that your co-signer is employed there and earns however much per month/year/etc.

Once you have completed your application checklist, we should have all we need to complete your application; the sooner we have all of this information, the sooner you will be in your new home.

Divinity Properties LLC.