

# **RENTAL REQUIREMENTS AND APPLICATION**

## **1005 Polk Street, Eugene, Oregon 97402**

### PROPERTY DESCRIPTION

This is a one level, two bedroom, 1 bath duplex unit with refrigerator, range/oven, inside laundry hook-ups, single car garage, easy care yard and it's located in a convenient, close in West side neighborhood that's near downtown, schools, shopping and buses.

Preferred Date Rental Period to Begin	:	_____
Non-Refundable Application Fee	:	\$ <u>35.00</u>
Rent (Pro-Rated To The End Of The Month)	:	\$ <u>695.00</u>
Refundable Security Deposit (a higher Security Deposit may be required due to credit, reference or employment issues)	:	\$ <u>750.00</u>
Late Rent Fee (if rent is not paid or at least post marked before the 4th day of the month the rent is due for)	:	\$ <u>50.00</u>
Returned Check Fee	:	\$ <u>25.00</u>
Other Fee(s)	:	\$ _____
	:	\$ _____

### **READ BEFORE YOU BEGIN TO FILL OUT AN APPLICATION**

1. Each unmarried adult over age 18 must fill out a separate application.
2. All blanks must be filled in otherwise the application will be rejected.
3. You will need a co-signer if you have:
  - A) Less than one year of employment on your present job.
  - B) Less than one year of rental history.
  - C) Inadequate income. Your income must beat least 3 times the amount of rent in gross income (before deductions). We do not combine incomes of applicants, even applicants if they are married.

**NOTE:** A co-signer can not be used in the event of both lack of rental history and lack of income, only one or the other. Co-signers must be gainfully employed. Anyone in the continental USA can be a co-signer and must also meet the same income qualifications as above. A completed application form from the co-signer, along with an addiltional application fee, will need to be submitted with the tenant's application in order for it to be processed.

4. Applicants can not co-sign for each other nor can applicants share co-signers, even if they are married to each other.
5. Applicants requiring Aid Animals (with doctors written verification) will not be rejected based on owning a pet. Qualifications to rent must follow the same above guidelines.
6. No Pets (other than above).

**Refer questions or return applications to:**  
**John Morrison**  
**MORRISON Real Estate**  
**(541) 689-7719**

7. Applicants will need a current valid driver's license with photo or other pre-approved ID.
8. Applicants agree to maintain apartment as 'Non-Smoking'.
9. Applicants understand that the carpet will be professional cleaned when they vacate the apartment and the cost of approximately \$80.00 to \$100.00 will be deducted from tenants security deposit.
10. Applicants will need a current valid driver's license with photo or other pre-approved ID.
11. Applicants agree: To maintain unit and property as 'Non-Smoking'. To maintain the yard to the neighborhood standard keeping the roof, rain gutters, downspouts and yard free of leaves, weeds, limbs, grass clippings, garbage and all other debris. To not store non-functioning vehicles, car parts, maintenance supplies, collectibles, furniture or any other items on the property, near the property or within sight of neighbors. And, to not cause or allow noise, party, music, pet, foot or vehicle traffic or any other disturbance of any nature to the other tenants or neighbors from the property.
12. It is agreed that upon approval this application shall be attached to and become part of any subsequent rental agreement.

**THE FIRST QUALIFIED APPLICANT WILL BE GRANTED THE OPTION TO RENT  
THE PROPERTY!**

**APPLICANT'S PERSONAL INFORMATION:**

Applicant's Full Name \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Date Of Birth \_\_\_\_\_  
 Driver's License Number and State \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_

Spouse's Full Name \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Date Of Birth \_\_\_\_\_  
 Driver's License Number and State \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_

Present Street Address \_\_\_\_\_  
 City, State and Zip Code \_\_\_\_\_  
 How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Landlord or Manager \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Landlord or Manager's Phone Number \_\_\_\_\_  
 Reason for moving \_\_\_\_\_

Previous Street Address (#1) \_\_\_\_\_  
 City, State and Zip Code \_\_\_\_\_  
 How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Landlord or Manager \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_

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Previous Street Address (#2) \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_  
How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Landlord Or Manager \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

Have you ever been evicted for unpaid rent? \_\_\_ If so explain: \_\_\_\_\_

\_\_\_\_\_ Have you  
ever been evicted for any other reason? \_\_\_ If so explain: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_ If so explain: \_\_\_\_\_

Have you ever filed Bankruptcy? \_\_\_ If so explain: \_\_\_\_\_

Name And Age Of Any Other Persons That Will Occupy The Unit (this is for identification  
purposes only) \_\_\_\_\_

### APPLICANT'S EMPLOYMENT INFORMATION:

Applicant's Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Immediate Supervisor Name \_\_\_\_\_  
Immediate Supervisor Phone Number \_\_\_\_\_  
Human Resources Phone Number (if applicable) \_\_\_\_\_  
Position/Job Description \_\_\_\_\_  
How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Gross Monthly Income (before any deductions) \_\_\_\_\_  
Job Status (Permanent, Full Time, Part Time, etc.) \_\_\_\_\_

Applicant's Previous Employer (#1) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Immediate Supervisor Name \_\_\_\_\_  
Immediate Supervisor Phone Number \_\_\_\_\_  
Human Resources Phone Number (if applicable) \_\_\_\_\_  
Position/Job Description \_\_\_\_\_  
How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Gross Monthly Income (before any deductions) \_\_\_\_\_  
Job Status (Permanent, Full Time, Part Time, etc.) \_\_\_\_\_

Applicant's Previous Employer (#2) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Immediate Supervisor Name \_\_\_\_\_  
Immediate Supervisor Phone Number \_\_\_\_\_  
Human Resources Phone Number (if applicable) \_\_\_\_\_  
Position/Job Description \_\_\_\_\_  
How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Gross Monthly Income (before any deductions) \_\_\_\_\_

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Job Status (Permanent, Full Time, Part Time, etc.) \_\_\_\_\_

Spouse's Employer \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Immediate Supervisor Phone Number \_\_\_\_\_

Human Resources Phone Number (if applicable) \_\_\_\_\_

Position/Job Description \_\_\_\_\_

How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Monthly Income (before any deductions) \_\_\_\_\_

How Long Employed In This Position \_\_\_\_\_

Spouse' Previous Employer (#1) \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Immediate Supervisor Phone Number \_\_\_\_\_

Human Resources Phone Number (if applicable) \_\_\_\_\_

Position/Job Description \_\_\_\_\_

How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Monthly Income (before any deductions) \_\_\_\_\_

Job Status (Permanent, Full Time, Part Time, etc.) \_\_\_\_\_

Spouse's Previous Employer #2) \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Immediate Supervisor Phone Number \_\_\_\_\_

Human Resources Phone Number (if applicable) \_\_\_\_\_

Position/Job Description \_\_\_\_\_

How Long \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Gross Monthly Income (before any deductions) \_\_\_\_\_

Job Status (Permanent, Full Time, Part Time, etc.) \_\_\_\_\_

**APPLICANT'S BANK AND CREDIT REFERENCES:**

Bank \_\_\_\_\_

Branch \_\_\_\_\_

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

Savings & Loan/Other \_\_\_\_\_

Branch \_\_\_\_\_

Credit Reference #1 \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Account Number \_\_\_\_\_

Credit Reference #1 \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone \_\_\_\_\_

Account Number \_\_\_\_\_

**APPLICANT'S PERSONAL REFERENCES:**

Closest Relative (not living with you) \_\_\_\_\_

Relationship \_\_\_\_\_

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Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 In Case Of Emergency Contact \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Personal Reference #1 \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Personal Reference #2 \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

**APPLICANT'S PERSONAL PROPERTY INFORMATION:**

Car (make, model and year) \_\_\_\_\_  
 License # and State \_\_\_\_\_  
 Other Vehicles #1 (motorcycle, RV, boats, etc.) \_\_\_\_\_  
 Description \_\_\_\_\_  
 License # and State \_\_\_\_\_  
 Other Vehicles #2 (motorcycle, RV, boats, etc.) \_\_\_\_\_  
 Description \_\_\_\_\_  
 License # and State \_\_\_\_\_  
 Pets \_\_\_\_\_

**APPLICANT'S SCREENING FEE DISCLOSURE:**

1. Tenant Screening or consumer report consists of:
  - a) credit history of seven (7) years including credit standing;
  - b) public records including but not limited to judgments, liens, evictions and status of collection accounts;
  - c) information verification; and/or
  - d) Current obligations and credit ratings.
2. Applicant has the right to dispute the accuracy of any information provided to the landlord by a screening service or credit-reporting agency.

I/We agree to maintain the property as 'non-smoking, that no person or pet not listed herein will reside on the premises and that no motor vehicle, trailer or RV not listed above will occupy off-street parking spaces or be on the premises without the written approval of the manager or owner.

I/We certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my/our tenancy and credit standing including, but not limited to, credit checks. I/We agree, unless not allowed by law, that no portion of my/our \$35.00 screening fee/deposit is refundable whether my/our application is approved or denied and that no portion of the applicant screening fee/deposit will be credited to any other fees or deposits.

\_\_\_\_\_  
 Applicant \_\_\_\_\_  
Date

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Spouse/Co-Applicant

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Date

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