

Lithia Property Management Screening Disclosure

50 N 3rd St, ASHLAND OR 97520

541-227-1374

Lithiapm@gmail.com

LithiaProperty.com

Submitting an Application

- 1) Each applicant must submit an individual application with proper references
- 2) Applications may be turned in prior to viewing a property. The application will not be processed until you tour the property with a company representative and pay the Screening Charge with your completed application.
- 3) A NON REFUNDABLE \$40.00 SCREENING CHARGE will apply for each person age 18 and older who will be residing in the rental unit regardless of marital status.
- 4) A NON REFUNDABLE \$40.00 SCREENING CHARGE will apply for each co-signer
- 5) Incomplete applications will not be reviewed.
- 6) We will accept the first qualified applicants

Application Process

- 1) We offer applications to everyone who inquires about the rental
- 2) We review completed applications in the order we receive them
- 3) We require a minimum of 3 business days to verify information provided on the application
- 4) If we are unable to verify information provided the application process may take longer or application may be denied
- 5) We may require additional deposit depending on certain variables found in processing the application
- 6) **SCREENING CHARGES MUST BE PAID IN MONEY ORDERS OR CASH ONLY.**

Identification Requirements

- 1) Two pieces of ID are required. One from Each Group

Group A

US Drivers License
Passport(US or foreign)
US State issued ID Card

Group B

Social Security Card
Work or Student Visa

Prior Rental History

- 1) Rental history of current and previous landlord references must be from an unbiased/unrelated source
- 2) Applicants must provide us with all information to contact current and previous landlord
- 3) We reserve the right to deny an application, if after making a good faith effort we are unable to verify past rental history.
- 4) Prior eviction may result in denial of an application

Income Requirements

- 1) Combined gross household income must be a minimum of 2 ½ times the rent amount.
- 2) We must be able to verify income through pay stubs, employer contact and/or current pay stubs.
- 3) We MUST be able to verify employment
- 4) Self Employed Applicants must provide 2 previous years of tax statements, current bank statements (Most recent 2 months) and business license
- 5) Section 8 applicants must provide proof of 2 ½ times of income for their monthly portion of rent

Credit/Criminal/Public Records Check

- 1) A credit check and criminal/public records check will be performed
- 2) Negative reports may result in application denial
- 3) Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

Additional Deposits Required

You may be asked to pay an additional deposit for the following:

- 1) No credit/poor credit
- 2) No landlord references
- 3) Pet Deposit

Deposit to Hold

- 1) We require the deposit to be paid within 24 hours of approval of application to hold the property if not received within that time we will continue to market the property
- 2) A deposit to hold will hold the unit for up to 7 days. If for any reason you fail to rent the unit the deposit will be forfeited, per ORS 90.297
- 3) **The Deposit Must be paid with Certified Funds**

Denials

You may be denied for the following reasons:

- 1) Incomplete or misrepresentation of information on your application
- 2) Eviction judgments
- 3) Collections, judgments or charge offs in the last 7 years
- 4) Bankruptcy in the last 12 months
- 5) Negative landlord reference/money owed to past landlords
- 6) Felony record or three or more misdemeanor charges
- 7) Applications may be denied based upon demeanor, unacceptable behavior or attitude.

I certify that I have read and understand the Application Screening Policy above:

Signature _____

Date and Time: _____

Make sure to include:

2 months worth of paystubs or bank statements showing deposits
(if you don't receive paystubs)

2 forms of ID (COPIES 1 from Group A and 1 from Group B)

All landlord contact information

All Application Fees in Money Order or cash form (\$40 per person age 18 and older)

Lithia Property Management represents the owner of this property. We are an equal housing opportunity Property Management Business. We comply with and base our policies upon the Oregon Residential Landlord and Tenant Act and Federal Fair Housing Laws.