



# UMBRELLA PROPERTIES, INC.

P.O. Box 8516, Coburg, OR 97408  
(91120 N. Willamette St.)  
Phone: (541) 484-6595 Fax: (541) 484-4395



## APPLICANT SCREENING POLICIES

Thank you for selecting Umbrella Properties, Inc. We hope we can assist you in finding a rental to meet your needs. Our screening process is listed below. Please be thorough as incomplete rental applications may be returned for completion causing a delay in processing. **On approval of the application, a \$35 application processing charge must be paid for each person 18 years of age, or older, and any minor living independently.** A second security deposit may be charged for a lack of rental references, income, or verifiable rental history, and/or a cosigner may be required. The second security deposit is not a last months rent. Umbrella Properties' pet policies may vary by complex/unit. See the manager regarding allowable pets. Some properties may be within a 100 year flood plain.

*All money and move-in costs are to be paid by money order or certified funds. Please, no cash*

**1. Please fill out the application completely.** All phone numbers requested must be supplied. Occupancy is limited to 2 people per bedroom. Anyone over 18 years of age (or minor living independently) must be listed as an applicant and sign the application and rental agreement, unless a Personal Care Attendant. A non-refundable reservation deposit may be required on application approval. The reservation deposit may be applied to the move-in costs on lease initiation.

**2. Applicants that have not lived and/or worked within 100 miles for at least 6 months** may be required to pay an additional security deposit and/or obtain a qualified cosigner. This would be an amount equal to the rent but is not a last months rent.

**3. Cosigner:** A qualified cosigner is one who: A. Fills out the cosigner sheet completely. B. Fills out an application providing proof of the source, stability and amount of income equal to 3 times the rent, and C. Is willing to sign the rental agreement and pay the rent if tenants fails to meet any obligations.

**4. Identification Verification:** All applicants over 18 years must provide 2 sources of current, valid, and verifiable pieces of identification. One of these must be a picture ID. Prior to approval, each applicant's picture ID must be presented to the manager in person.

**5. Demeanor:** An applicant's demeanor (attitude and behavior) during the screening process may be considered.

**6. Income:** The income shall be 2 ½ times the stated monthly rent. **A second security deposit is charged for any applicant filing Bankruptcy within the last seven years.** Verification of source, stability and amount of income must be provided. An additional security deposit and/or a qualified cosigner may be required for insufficient or unstable income.

**7. References:** All landlord and personal references must be accurate and verifiable. Three attempts will be made to verify your references before going to the next application. A negative reference may result in application denial. Please supply five years of rental history.

**8. Judgments/Collections:** The landlord may make a search of court records for each applicant. Applications may be denied for FED's, unsatisfied judgments, misdemeanors, or felony convictions. Applicants may be asked to provide a copy of their police record, obtained at their own cost. A police report may be required from each city where you have lived. If applications containing the above problems are approved through satisfactions, applicants may be required to pay an additional security deposit and/or obtain a qualified cosigner. < Put an "X" here if you are a "Personal Care Attendant". < Put an X here if you are applying for temporary occupancy (**tenant in unit required**).

**9. Section 8:** Section 8 applicants must provide written verification of participation in a valid program. Some complexes or properties may not allow or qualify for Section 8, or other agency assistance.

**10. Credit Check:** A credit check may be run. A factor shall be applied against the number of accounts and outstanding balances. A debt to income ratio of 50-60 percent may be allowed.

Any information provided (verbal or written) that is incomplete, inaccurate, negative, left off the application, unverifiable, or falsified may be grounds for the denial of the application or subsequent termination of tenancy. Applicants may be liable for any loss or damages resulting from false information.

*We have read and understand the above:*

Applicant 1 \_\_\_\_\_ Applicant 2 \_\_\_\_\_

Date & Time Received By Office \_\_\_\_\_, 20 \_\_\_\_ : \_\_\_\_ a.m. p.m.

**RENTAL APPLICATION**

Preferred Rental Unit Address \_\_\_\_\_ City \_\_\_\_\_

Preferences – Check All that Apply:

Duplex      2-Story Duplex      Apt      2-Story Apt      House      1-Bedroom      2-Bedroom      3-Bedroom

Desired Rent Range \_\_\_\_\_ Maximum Rent Amt. \_\_\_\_\_

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The application processing charge of \$35/applicant is to be paid on application approval before execution of the rental agreement. The process followed in screening is to review public records, criminal records, employment verification, landlord references and other personal references. The applicant has a right to dispute the accuracy of any information from public or criminal records. Said records may be accessed at any county courthouse. The landlord is not required to disclose all the details of the application screening.

**RENTAL INFORMATION (Applicant information) PLEASE PRINT**

#1 Applicant Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
#2 Applicant Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Indicate number, breed and age of all pet/s: \_\_\_\_\_

Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

#1 Drivers License # \_\_\_\_\_ ST \_\_\_\_\_ Or Other ID \_\_\_\_\_  
#2 Drivers License # \_\_\_\_\_ ST \_\_\_\_\_ Or Other ID \_\_\_\_\_

# of vehicles \_\_\_\_\_ Make(s) \_\_\_\_\_  
Year(s) \_\_\_\_\_  
Color(s) \_\_\_\_\_  
License #(s) \_\_\_\_\_

COMMENTS \_\_\_\_\_

Please list Oregon counties where you have resided \_\_\_\_\_

- 1. How many people will be living in the unit? \_\_\_\_\_
- 2. Why are you moving from your current address? \_\_\_\_\_
- yes no 3. Do you have good landlord/mortgage history? \_\_\_\_\_
- yes no 4. Have you ever received a notice to move? Please explain \_\_\_\_\_  
If yes, was it for:      cause      no cause      72 hour notice      Other
- yes no 5. Have you ever had problems paying your rent on time? \_\_\_\_\_
- yes no 6. Do you currently owe money to a landlord? \_\_\_\_\_
- yes no 7. Do you have any unsatisfied small claims or other money judgments. If yes, explain: \_\_\_\_\_
- yes no 8. Have you ever filed for bankruptcy? If yes, year \_\_\_\_\_
- yes no 9. Have you ever had a claim filed against you for non-payment of rent, cleaning, or damage charges to a rental unit? \_\_\_\_\_  
Has this been satisfied? \_\_\_\_\_
- yes no 10. Do you or any persons that will be living with you currently use illegal drugs, or have you/they ever been arrested or convicted of theft, assault, injuring people or damaging property, manufacture and delivery of a controlled substance, or for any other felony or misdemeanor? If yes, please explain: \_\_\_\_\_
- yes no 11. Have you ever used any names other than those listed above (maiden, nickname, alias, other marriages, etc.)? Please list: \_\_\_\_\_
- yes no 12. Are you on a HUD Section 8 program. If yes please list which program \_\_\_\_\_
- yes no 13. Have you ever been a **perpetrator, or victim** of domestic violence, assault or stalking? Please explain: \_\_\_\_\_

**PERSONAL REFERENCES**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In Case of Death or Emergency, Please Notify \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Comments \_\_\_\_\_

**EMPLOYMENT/INCOME INFORMATION**

**Applicant #1:** Present Employer/Income \_\_\_\_\_ How Long \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Job title \_\_\_\_\_ Take Home/month \_\_\_\_\_

**Applicant #2:** Present Employer/Income \_\_\_\_\_ How Long \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Job title \_\_\_\_\_ Take Home/month \_\_\_\_\_

**Other Sources of Income:** (List name, address, phone #, and amount to be verified or bring written verification of said income).

**RENTAL HISTORY**

1. Present Address \_\_\_\_\_ City/State \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord \_\_\_\_\_ Parent Owner Manager

Landlord Address \_\_\_\_\_ Phone: \_\_\_\_\_

2. Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord \_\_\_\_\_ Parent Owner Manager

Landlord Address \_\_\_\_\_ Phone: \_\_\_\_\_

3. Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord \_\_\_\_\_ Parent Owner Manager

Landlord Address \_\_\_\_\_ Phone: \_\_\_\_\_

4. Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord \_\_\_\_\_ Parent Owner Manager

Landlord Address \_\_\_\_\_ Phone: \_\_\_\_\_

Have you **ever** rented from a management company, person, owner, etc., that you have not listed on the application? \_\_\_\_\_  
If so, please list their name/s, address and phone number/s \_\_\_\_\_

**SURVEY:** Please indicate below how you first heard of UMBRELLA PROPERTIES INC. (i.e., friend, newspaper, agency, phone book, etc.):  
\_\_\_\_\_

**OTHER COMMENTS:**

We, the undersigned, have read and understand the terms explained on this application. With our signatures below, we give our permission for the release of ALL necessary landlord, employment, personal verification or screening of the information provided on this application, and for issuing future references after the termination of our tenancy. We swear that all of the information given is correct to the best of our knowledge. We agree to pay to UMBRELLA PROPERTIES, INC. or to its authorized Agent or Assigns any balance due, fees, interest, or legal costs, and disbursements due for the collection of any costs incurred due to the violation of agreements, policies, or terms of the application, rental agreement, site rules, pool rules, or amendments given. We understand that our names and /or files may be placed in a negative reference data base and /or sent to a professional collection agent. This could cause a negative response to any future rental references or credit ratings given by UMBRELLA PROPERTIES, INC. or its assigns/ agents.

#1 Signature \_\_\_\_\_ Date \_\_\_\_\_

#2 Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

APPROVED BY \_\_\_\_\_ Date \_\_\_\_\_

NOT APPROVED BY \_\_\_\_\_ Date \_\_\_\_\_

REASON \_\_\_\_\_

**CIVIL COURT RECORDS**

DATE SEARCHED: \_\_\_\_\_ CASES FOUND \_\_\_\_\_ NO CASES FOUND \_\_\_\_\_

COUNTIES SEARCHED: \_\_\_\_\_

**APPLICATION PROCESSING CHARGE**

**(\$35/applicant excluding minors, unless renting independently)**

Tenant #1 \_\_\_\_\_ Paid (date& time) \_\_\_\_\_

Tenant #2 \_\_\_\_\_ Paid (date & time) \_\_\_\_\_

If the Email button does not automatically open your email, you may save the form and use your normal email to send it as an attachment to umbrella@umbrellaproperties.com for the Coburg office or to bend@umbrellaproperties.com for the Bend office.