

ALLCITIES PROPERTY MANAGEMENT
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We are an "Equal Housing Opportunity" property management company. We do not discriminate on the basis of race, color, national origin, sex, religion, and marital status, source of income, familial status, handicap, age, or sexual orientation. Not only do we say so, but we mean it.

We *do* discriminate, however, on the basis of how one pays rent, obeys the law, handles professional relationships, and treats property and neighbors. We work with neighbors and other landlords and owners in the area to maintain the quality of the neighborhood. We want to find tenants who will enjoy the neighborhood and who will be good neighbors.

We have tried to list the guidelines by which we evaluate rental applications. Completely filling out the application is the first step in becoming a successful applicant. **Fill out each blank with an answer, line or N/A in it. Every occupant 18 years of age or older must fill out a separate completed application including signatures and dates on both the application and the screening guideline sheets.**

While we try to be as objective as possible, we still exercise judgment in evaluating applications. If you feel that the information in a given blank on the application doesn't tell your whole story, and further explanation is necessary, please tell us more — on the back of the application or on a separate piece of paper with your signature and date on it.

THERE IS A \$40.00 APPLICATION FEE PER PERSON 18 YEARS OR OLDER

The screening process —

Generally, we rent to the first person who gives us a complete, legible, without-any-blanks application; one where we are able to verify all of the pertinent information; and which meets these guidelines. We date and time applications as they are received. If, after a good-faith effort, we are unable to verify something on your application, we will go on to the next. This first-come-first-serve policy is not absolute. We give preference to existing tenants, or past tenants in good standing. If we receive several applications virtually simultaneously, we may choose among those based on strength of references or recommendations from agencies well known to us. Depending on the rental unit we may give preference to applicants without pets, or handicapped applicants.

We require personal identification; Picture ID, unless you have a credible reason for not having such, and have another way for us to verify who you are. Most common is a driver's license or State ID. We accept IDs from most government agencies.

We will check with at least two of your prior landlords.

We will verify your income.

We get a credit report on every applicant, 18 or older at \$40.00 per applicant. If you are a temporary occupant, then only a criminal background check is necessary at \$20 each. You have the right to dispute information we receive from a Credit Reporting Agency. If we turn your application down, we will tell you in writing how to contact the Credit Reporting Agency to deal with disputed information.

We will obtain a public records check (which includes but not limited to; evictions, restraining orders, and other civil actions) and a criminal records check.

9. We try to screen applications within 36 hours of receiving them, but because of weekends and other circumstances sometimes we can't.

If we agree to rent to you, you must sign a deposit to hold within 24 hours and Pay a minimum deposit of \$300.00 in either a cashier's check or money order. You *MUST* start paying rent within 2 weeks from the date you are approved. We consider applications valid for thirty days. Initial: _____

Our guidelines —

1. We require a landlord reference. At a minimum, we require [1] satisfactory current landlord reference of 4 month's duration; or [2] a satisfactory prior landlord reference of 8 months duration; or [3] a satisfactory referral from an approved rental or other rehabilitation program. Family members do not count. We also need a minimum of 2 years of housing history, meaning we want to know where you have lived — all your addresses. We prefer to check with more than one of your landlords. That generally means your present landlord and your previous landlord. It is very important that you give us the information necessary to get in touch with these people. We believe that the way you dealt with your prior landlords and homes is the best possible indication of how you will deal with your next landlord and your next residence. We have separate rules if you have been a homeowner rather than a renter. Please inquire.
2. We will verify your income and assess its stability and reliability. Stability of income (demonstrated, for instance, by few job changes and steady employment) can help compensate for other factors. You can assist our verification process by:
 - Giving us a copy of your last pay stub.
 - Providing the information necessary to contact your employer; and authorizing it to verify your income and length of employment.
 - If you are self-employed, giving us copies of your last 2 years tax returns. We require copies of the 1040 and, where appropriate, Schedules B, C, and D.
 - If you are retired, use copies of your pension statement, social security statement, tax returns, or other supporting documentation.

- If you receive public assistance or food stamps (and wish such income to be considered) or Social Security or SSI or SSD, provide copies of award letters or other confirming documentation.
- If you receive alimony or child support (and wish such income to be considered) provide us copies of court awards, bank statements, and the like. We need to verify both its amount and its dependability.
3. The combined total gross income of the applicants must be close to 3 times the amount of the monthly rent. This requirement does not apply if you have a Section 8 voucher. We may raise your security deposit if your gross income is less than 3 times.
 4. We will check your credit. Poor credit as such is not important to us. But unpaid liens, judgments, collections, and poorly rated accounts may be cause for your application to be denied. The application calls for you to list all existing credit. If you fail to list a debt, your application may be rejected. If you have poor credit or unpaid liens or outstanding judgments or collections and would like to explain why, do so on the back of the application. We won't rent to you if we can't get a credit report.
 5. We will check to see if you have ever been evicted. While we have made exceptions in some cases with sufficiently mitigating circumstances — normally we will not rent to someone who has previously been evicted within the last 5 years.
- We will check criminal and other court records. – Arrests that did not result in conviction will not be considered.
- Negative reports from the last 5 years may be reason for rejection and/or denial.
 - Current use of illegal drugs is reason for rejection and/or pending conviction.
 - Conviction or pending conviction for manufacture or sale of controlled substances is reason for rejection.
 - Any crime that would adversely affect the property, or health, safety or right to peaceful enjoyment of others may be reason for rejection.
 - We sometimes make exceptions for applicants with criminal records, particularly those who have successfully completed rehabilitation programs known to and approved by us and who receive recommendations from such programs and from parole or probation officers. We also consider the nature of the crime and how long ago it happened.
7. We will allow only so many people to live in the unit. The application must state clearly who (names and dates of birth are required) will be living there. Our general rule is that no more than 2 people per bedroom are allowed in a given unit, but the rule may differ depending on the space and configuration in a given rental unit. For occupancy standard purposes, we do not count children under 2. We will not allow more than 2 families to rent a single unit, no matter how many people in each family. You should ask how this applies to the property you are applying for and your particular household configuration.
 8. If we are considering making an exception to these guidelines, we may visit your present residence.
 9. We will not rent to you if we uncover other information that leads us to believe that your tenancy would constitute a direct threat to the health or safety of other individuals in the complex or the neighborhood. If you lie on an application, by either omission or commission, your application may be rejected. If we discover the lie after we've rented to you, we may terminate your tenancy.
 10. If your demeanor — your manners and behavior — during the application process is overly aggressive, confrontation, rude, unprofessional, or otherwise indicative of someone who won't get along with us or neighbors, we may reject your application.
 11. We attempt to provide reasonable accommodation in rules, policies, practices, and services when such accommodation may be necessary to enable a handicapped person and equal opportunity to use and enjoy our property. If you feel you need such accommodation because of a physical or mental handicap, you need to ask for it. (We are forbidden by law to ask you) We may require appropriate documentation before granting such an accommodation. We will be happy to supply you with the paperwork.
 12. We do make exceptions. Strong rental references are particularly valuable. But so are exceptional income stability and reliability. So, for example, if your income is difficult to verify or you've just started a new job, but your rental references are excellent and are of much longer duration than our minimum requirement, we might make an exception without requiring an additional deposit. In other cases, if you are unable to meet one of these guidelines, we may consider an increased security deposit. We may consider a roommate added to your rental agreement that is fiscally responsible. Adding a roommate requires approval and a favorable application screening.
 13. No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without prior written consent of Allcities Property Management.
 14. **PETS-** If you are moving in with an approved pet you must provide us **before move in** with a picture(s) and Jackson County License when applicable and a binder for renters insurance. All pets must be spayed or neutered at move in. There is an additional \$20 rent increase per month per pet unless otherwise negotiated. There is an additional \$600 per pet security deposit required. All these requirements are required before keys are issued. **We DO NOT allow the following breeds: Pit Bulls & Rottweiler's.**
 15. **Renters insurance** is required for tenant(s) above average or greater than 50% Jackson County median income level. A binder must be in place with a minimum of \$100,000 per occurrence. You must have Allcities Property Management added as an interested Party. **This written binder is required before keys are given.**

Date: _____

Tenant: _____