

# **J&L Moore Property Management LLC.**

5247 Teresa Way Central Point, OR 97502 541-664-3187

## **Terms of Application Agreement**

While some of the information below may not apply to your situation, there are some provisions that may become applicable prior to signing a Rental Agreement.

**1. Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated above, and this payment only partially covers the cost of administrative paperwork. It's nonrefundable.

**2. If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees and deposit to hold as liquidated damages, and the parties will then have no further obligation to each other.

**3. Refund After Non approval.** If you or any co-applicant are disapproved or deemed disapproved we will not refund your application fee or your deposit to hold.

**4. Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us. If you have failed to fill out the application and there are items which are not checked your application could be considered incomplete.

**5. Non approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

**6. If You Fail to Sign the Rental Agreement After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 working days after we give you our approval in person, by email, or by fax within 3 days after we mail you our approval. If you or any co-applicant fails to sign as required, we will keep the application fee and any deposit to hold as liquidated damages, and terminate all further obligations under this Agreement.

**7. Deposit to hold.** In addition to any application fee, you must within 3 days working days after we give you our approval deliver to our representative a deposit to hold which has been agreed upon or required by us. This deposit to hold must be delivered as a certified fund i.e. **Money Order or Cashier's Check.**

The deposit to hold is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it could be refunded if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw.

**8. Extension of Deadlines.** The deadline can only be extended by J & L Moore Property Management, LLC. for signing of the Rental Agreement.

**9. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Rental Agreement, and (2) all applicable rents and security deposits have been paid in full.

**10. Signature.** Our receiving of this application gives us consent only to process this Application Agreement. It does not bind us to accept the applicant or to sign the proposed Rental Agreement.

## **Application Screening Guidelines**

### **Application Process:**

1. We offer application forms to everyone who inquires about the rental.
2. We have equal housing opportunities for all persons.
3. We review completed applications in the order in which we receive them.
4. We may require up to three business days to verify information on a application.
5. If we are unable to verify information on an application, the application may be denied.

### **Screening Guidelines:**

1. Complete Application.
  - a. Each applicant must submit an individual application.
  - b. We will not review incomplete applications.
  - c. We will accept the first qualified applicant(s).
  - d. Any false or unverifiable information given on the application will result in denial of your application.
  - e. The application must state clearly, who will be residing there. Full names and dates of birth are required. No more than two people per bedroom are allowed in.
2. Identification.
  - a. Applicants must show one (1) piece of identification with photograph.
3. Employment.
  - a. We will talk with your employer to verify your income, employment stability and the outlook for your continued employment.
  - b. You must provide employment information for the past two (2) years, which must include beginning and ending dates for each employer.
4. Prior Rental History.
  - a. Rental history of two (2) years must be verifiable from unbiased/unrelated sources.
  - b. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
  - c. Exceptions may be made for applicants with increased deposits.
5. Sufficient Income/Resources:
  - a. Income must be 2X YOUR SHARE of Monthly Rent
  - b. All sources of Income will be considered
6. Credit/Criminal/Public Records Check.
  - a. Negative reports may result in denial of application.
  - b. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy. (Note: all convictions must be 10 years or older)
7. We will not process or enter into a rental agreement with you, if you have not viewed the property.
8. If you are approved for a rental with a pet, the deposit will be increased accordingly, depending on the unit

### **Screening Process:**

1. We determine, based on the application, whether the applicant meets our screening guidelines.
2. We verify income and resources.
3. We check with current and previous landlords.
4. We obtain a credit report, a criminal records report and public records report.
5. We will process applications on a first come, first serve basis.

### **To help expedite the screening process please provide the following:**

1. Providing a copy of your last pay stub.
2. If you are self-employed, we need copies of your last two years of income tax returns.
3. If you are retired, we need copies of your pension statement, and or social security statement, tax returns, or other supporting documents.
4. If you receive public assistance or food stamps (and wish this to be considered), provide copies of award letters and or other confirming documentation.
5. If you receive child support or alimony (and wish it to be considered), provide court award letters, bank statements and the like. We need to verify the amount, dependability, and longevity.