



www.CranePlace.com

P.O. Box 910 □ 256 N Pioneer St □ Ashland, Oregon 97520 □ ph 541-482-3451 □ fx 541-482-7142

## RENTAL APPLICATION

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Amount of fee paid** \_\_\_\_\_ **cash or check #** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Desired Move-in Date:** \_\_\_\_\_

### Applicant Information:

**Full Name:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_ **SS#** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Since** \_\_\_/\_\_\_/\_\_\_

**Why are you moving?** \_\_\_\_\_ **Landlord:** \_\_\_\_\_ **Rent Amt** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Prior Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **When:** \_\_\_/\_\_\_/\_\_\_ **to** \_\_\_/\_\_\_/\_\_\_

**Why did you move?** \_\_\_\_\_ **Prior Landlord:** \_\_\_\_\_ **Rent Amt** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Have you ever:** Been evicted? \_\_\_ Yes \_\_\_ No; Been sued by Landlord? \_\_\_ Yes \_\_\_ No \_\_\_

Filed Bankruptcy? \_\_\_ Yes \_\_\_ No; If yes to any of these, please explain \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Job Title** \_\_\_\_\_ **How long?** \_\_\_\_\_

Take home pay per mo. \$ \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_

**Prior Employer:** \_\_\_\_\_ **Job Title** \_\_\_\_\_ **How long?** \_\_\_\_\_

Take home pay per mo. \$ \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Telephone:** ( ) \_\_\_\_\_

**Other Income (per month) \$** \_\_\_\_\_ **Source:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Personal References:** 1) \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

2) \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Automobile: Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Year** \_\_\_\_\_ **Lic #** \_\_\_\_\_ **State** \_\_\_\_\_

**Other vehicles:** \_\_\_\_\_

Do you own: Water-filled furniture? \_\_\_\_\_ Fish tank/aquarium? \_\_\_\_\_

Pet #1 \_\_\_\_\_ Size \_\_\_ Wt \_\_\_\_\_ Pet #2 \_\_\_\_\_ Size \_\_\_ Wt \_\_\_\_\_

Other Members of Household \_\_\_\_\_

**IMPORTANT NOTICE TO ALL APPLICANTS:**

There is a one-time, **non-refundable**, application processing fee of \$40.00 per person. Once you pay this fee to our office for screening, it is non-refundable, whether or not you get the property. If the property is marked “pet-negotiable”, please note that you may meet our criteria but still be disqualified for the home because of your pets. Please consider this before paying the processing fee, as it is non-refundable once paid.

This fee covers the cost of credit and criminal screening; staff time speaking with your prior landlords, employers, and references; and staff time spent working with you directly, answering your questions, and efforts to find you the right home.

If you meet our screening guidelines (attached to this application) but do not get the home you originally applied for, we will work with you to help you find another suitable home that meets your criteria. Your processing fee may be applied to any one of our properties within a 2 month period.

**Applicant Screening Charge Disclosure(s)**

- 1) Manager may obtain a tenant screening or credit report which generally consists of credit history including credit standing; public records, including but not limited to judgments, liens, evictions and status of collection accounts; information verification; current obligations and credit ratings; and criminal records.
- 2) Manager is requiring payment of an Applicant screening charge of \$40.00, none of which is refundable once paid, unless the Manager does not screen the Applicant.

**Applicant acknowledgement:**

I understand the applicant screening charge is non-refundable once paid, and I may use an approval (if I am approved) for any of the homes available by Manager for which I qualify. I understand I have the right to dispute the accuracy of any information provided to Manager by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including but not limited to credit, criminal background and eviction checks). I hereby acknowledge receiving a copy of or reading Manager’s screening policies, which are also available on the website [www.craneplace.com](http://www.craneplace.com).

Signed \_\_\_\_\_ Date \_\_\_\_\_