



www.CranePlace.com

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### APPLICANT SCREENING POLICIES AND PROCEDURES

We appreciate your interest in the rental dwelling we currently have available. We strive to find renters who will be conscious of maintaining the quality of the dwelling and the neighborhood. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in their living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to determine whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. Each person who is not a minor, who plans to occupy the dwelling must complete an application. Please review the list of criteria that we will be reviewing. If you meet the criteria, please apply.

**Complete Application:** Each applicant must submit an individual application with proper references. Joint applicants may provide joint references. **A non-refundable \$40.00 application fee is required from every person over the age of 17 who will be residing in the rental unit**, regardless of family status. Incomplete applications will not be processed. If the application is not processed, the fee will be returned. We will accept the first qualified applicant(s).

**Identification:** Applicants must provide a social security number, and identification which includes a photo.

**Prior Rental History:** Rental history of current and previous landlords, and references from unbiased/unrelated sources is required. If we are unable to verify your prior rental history, your application may be denied.

**Sufficient Income/Resources:** Your income and/or financial resources must equal three times the monthly rent. If there is more than one applicant, the income and resources of all applicants may be combined. Employment must be verified by presenting a paycheck stub or W-2 form. Your employer may be contacted to obtain a reference. If you are self-employed, you must provide income tax documents from the most recent tax year to verify your income. Other sources of income funds available will be considered if the applicant can provide sufficient documentation. For Section 8 applicants, the amount of assistance will be considered part of income.

**Personal References:** Personal references will be contacted to inquire about their knowledge of the applicant.

**Credit Report/Background Check:** A credit report and a criminal background check will be conducted on each applicant, as well as an eviction history report. Negative credit reports and criminal convictions may be grounds for denial.

**Number of Occupants:** Only two people per bedroom plus one are permitted to occupy the dwelling.

**Vehicles:** If the vehicles possessed by the applicant exceed the amount allowed at the dwelling, the application may be denied.

**Furniture:** If the applicant possesses a waterbed, aquarium, or any other liquid-filled furniture, which is not insured and/or is not permitted in the dwelling unit, your application will be denied.