



Applicant Screening Criteria Disclosure & Receipt

Applicant is urged to review the screening criteria to determine if the requirements can be met prior to paying the application screening charge of \$ 40 per ORS 90.295. The landlord may consider a valid explanation for any difference from the requirements if provided by the applicant, and if necessary the applicant may provide additional information or explanations on a separate sheet of paper. Failure to meet the screening criteria may, at option of the landlord, be grounds for denial of an application; or a co-signer (\$15.00 additional screening charge) with satisfactory credit may be required; or an additional security deposit may be required.

Applicant Name: _____

(Complete Address of Rental Unit Applicant is Applying for)

Housing References:

- The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) years. Information obtained from those related by blood or marriage may require a co-signer or an additional deposit.

Income:

- Two (2) years employment history or two (2) most recent employers for a total of one (1) year each. (Applicant must pre-authorize with employer to release information regarding employee status and pay.)
- Total income from employment and other income sources shall be approximately three (3) times the monthly rental rate.
- If self-employed, copies of the last tax return may be required.
- If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income may be requested.

Credit History:

- Satisfactory credit rating.

Company Policies and Procedures

- Application will be processed in the order received.
- Each resident over 18 years of age must submit a separate application. A charge per application may be required prior to processing. The charge covers the cost of processing the information on the applicant. This includes information from previous and current landlords, verification of employment, a consumer credit report from Equifax and any other inquiries necessary to evaluate the application. A charge will only be accepted when there is an available or upcoming unit. This charge does not guarantee the acceptance of the application.
- You will be notified as soon as your application has been processed. If the reason for denial is in any way based upon the consumer credit report, the applicant may write to: Equifax, PO Box 740241, Atlanta, Georgia 30374 or call 1-800-685-1111. IPMG, Inc. cannot disclose details of these reports.
- Occupancy may not exceed two (2) persons per bedroom.
- Arrest and/or convictions will be evaluated.
- The behavior and demeanor of applicant during the application process will be considered.

I hereby acknowledge receipt of this disclosure _____ Applications Signature

Application and Charge received by _____ Date
IPMG, Inc. Representative

Corvallis Office
2380 NW Kings Blvd Ste 301
Corvallis, OR 97330
541-758-4200

Eugene Office
345 W 10th Ave.
Eugene, OR 97401
541-484-5000

Salem Office
858 Lancaster Dr. SE
Salem, OR 97317
503-588-0195

IPMG, Inc.
APPLICATION FOR RENTAL
 Visit our Web-Site at www.IPMG-INC.com

Please Note: Individual application charges may apply. These charges vary and are property specific. Please contact your local area IPMG, Inc. office for the amount before proceeding with application. Specific office information is listed at the bottom of the page. Applications may be personally delivered or faxed to the appropriate office... However, these will not be processed until charge is received. Incomplete applications will not be accepted, every blank must be filled in. Copy of photo ID for each applicant to be attached with application is turned in.

Property Address to be Rented _____

Applicant Screening Charge\$ _____ Rent Amt\$ _____ Security Deposit \$ _____ Requested Move-In Date _____

Total Number of Occupants to Reside in the Unit _____ Move In Special: _____ Lease: _____

Check Here: ___ If the unit has a "No Pet Policy" Check here: ___ If the rental unit you are applying for has a "No Smoking Policy" (this includes No smoking in the unit, ___ and/or decks, patios, parking lot, or premises in general) A Non-Compliance fee of \$50.00 may be assessed by Landlord for each violation.

First Name _____ MI _____ Last Name _____

Date of Birth _____ SS# _____ Email _____

Name(s) of Co-Applicant(s) _____

Current Address _____ City _____ State _____ Zip Code _____

Phone# _____ How Long? _____ Reason for Moving? _____

Present Landlord _____ Phone# _____

Landlord Address _____

Previous Address _____ City _____ State _____ Zip Code _____

How Long? _____ Reason for Moving? _____

Previous Landlord _____ Phone# _____

Landlord Address _____

Place of Employment _____ Phone# _____

Employer Address _____

How Long? _____ Total Monthly Income \$ _____ Supervisor's Name: _____

Vehicle Information Year & Make of Car #1 _____ License Plate# and State _____

Drivers License # _____ **Miscellaneous Information:** Do you have pet(s)? _____ Do you have:

Piano? _____ Aquarium? _____ Do you have renters insurance? _____

Have you ever been evicted? _____ (If yes, attach a detailed statement/reason) Have you ever been convicted of a felony and/or Sex Crime? _____ (If yes attach a written detailed statement with date(s)/state(s) etc.)

Felonies will be considered on a case by case basis.

In case of emergency notify: _____ Relationship _____

Address _____ Phone# _____

Personal References: Name & Phone Numbers.

#1 _____ #2 _____

Non-Compliance Fee: Landlord may assess a fee of \$50.00 for Late Payment of Utilities or Service Charge that the tenant owes the Landlord, Failure to clean up Pet Waste, Garbage, Rubbish, or other waste from premises other than "dwelling unit", Parking Violations and improper use of vehicles within the premises.

Applicant hereby certifies that the information provided by applicant is true and correct and authorizes **IPMG, Inc.** to make any and all inquiries necessary to evaluate the application for tenancy, including, but not limited to the above listed information, credit report, criminal background check and eviction records. Applicant understands and accepts that information found to be incomplete, inaccurate, illegible or falsified may be grounds for rejection of the application and/or termination of the rental agreement upon discovery. It is understood that applicant will not be discriminated against because of race, color, religion, sex, handicap, familial status, or national origin. It is understood that applicant may be required to pay a non-refundable screening charge at the time this application is submitted.

Applicant's Signature _____ Date _____

Where did you hear about us? Newspaper Internet Referral Other _____

Application Screening Notes

For Office Use Only

- Picture ID Verified _____ Yes _____ No
 - Application Fee Paid by: Ck# _____ MO# _____ Cash \$ _____ /Receipt# _____ No App Fee _____
 - Application Fee: Personally delivered to office/ Date _____
Mailed to office/ Date _____ & Office Received/ Date _____
 - Application Processed by Current Processing Company _____ Yes _____ No
(If no please complete the following)
 - Current & Previous Rental History Verified
 - Criminal Back Ground Check Processed
 - Credit Report Processed
 - Employment Verified
 - Income 3 times the amount of rent verified
 - Application Accepted Initial _____ Date _____
 - Application Denied Initial _____ Date _____
- Denial Letter Mailed on _____ Copy Attached _____ Yes _____ No

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 Ph: 541-758-4200
 Fax: 541-758-4213
 2380 NW Kings Suite 301
 Corvallis, OR 97330

Salem Office
 Ph: 503-588-0195
 Fax: 503-588-0816
 858 Lancaster, SE
 Salem, OR 97317

Eugene Office
 Ph: 541-484-5000
 Fax: 541-484-6377
 345 W. 10th Ave.
 Eugene, OR 97401 18