



## **Mountain View** PROPERTY MANAGEMENT

101 NE Greenwood Ave Suite 110  
Bend, OR 97701  
541-330-8373 Office  
541-322-4086 Fax

### **Application guidelines, fees, and screening process**

- Applications will be offered to anyone who requests an application.
- Applications will be processed in the order they are received.
- We will accept the first approved applicant for each property.
- Complete the entire application and include the \$40 application fee. Please include a copy of a picture ID with the paperwork. Each adult 18 years of age and older require a separate application and fee.
- APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE PROCESSING FEE PAID IN FULL. APPLICATION FEES ARE NON REFUNDABLE.**
- All Options PM will perform a credit, background, and criminal check on your record.
- We will check with your past landlords for a reference, and we will verify income and employment.
- False, unclear, inaccurate, or misleading information will result in a delay in the processing time and may lead to a denial of your application.
- Once approved the security deposit for the rental is due within 24 hours to hold the property. Failure to pay the deposit within the allotted time will result in the property being offered to the next applicant in line.**
- If applicant fails to occupy property, any deposit paid to hold the home shall be forfeited.
- If move in date is after the 20<sup>th</sup> of the current month, prorated rent for the current month PLUS the next month's rent is due at the move in date.

## **General Guidelines**

-Applications are processed as quickly as possible. 3-5 business days are typical. All efforts are made to attain the necessary information as quickly as possible. Delays occur due to the inability to contact past landlords, employers or verify income. If information needed is unverifiable, your application may be denied.

-Standard Deposit = Rent +\$100.

-If a home lists "pets considered", your pet may or may not be accepted. Final decision is up to the property owner.

-Typical additional deposit for pets is \$200-\$500.

-Breeds deemed to be dangerous by the insurance industry are not allowed at AOPM managed properties. A breed verification record from a veterinarian may be required for pets in question at time of lease agreement signing.

-If your demeanor, conduct, behavior during the application process is overly rude, aggressive, confrontational, or otherwise conducive of someone who will not get along with All Options Staff or neighbors, we may reject your application.

-Credit must be in good standing. Negative reports are grounds for denial. Exceptions may be made with an increased security deposit.

-Tenant must show proof of renter's insurance and provide active utility account numbers for the rental PRIOR to receiving keys to move in.

-Medical marijuana growth is not allowed at any AOPM managed home without authorization. Any unauthorized growth at the property is grounds for immediate termination of tenancy.

## **FEES AND FINES**

Late Rent Fee	\$75.00
NSF/Returned check	\$25.00
Pet waste Fine	\$50.00
Smoking Fine	\$100.00
Smoke Alarm Tampering fine	\$250.00
Landscaping maintenance fine	\$50.00

### Rental History

A verifiable rental history of at least 2 years is required from a viable, unrelated source. Applicant **MUST** provide all necessary information to contact past references. All efforts will be made to contact past landlords. We reserve the right to deny any applicant if rental history is not verifiable or request a larger security deposit if there is no rental history.

### Income/Employment

Verifiable employment and 4 years of employment history is required. A net family household income of at least 2 1/2 times the monthly rent is necessary. In instances where the property will be occupied with a roommate situation where the parties involved are not married, a net income of 2 times the monthly rent will be required by each applicant. Income must be verified through pay stubs, bank statements or tax records. Please provide copies of your last 2 pay stubs or other verification with your completed application. Co-signer applications must be approved at the same time as the applicant with the appropriate fee. Co-signers must show significant resources in order to guarantee the tenants responsibility to the property.

### Public records, credit, criminal investigation

You consent to All Options Property Management conducting an investigation into your past and current credit, criminal, and public record history. Any negative report may result in a denied application. If a bankruptcy exists, it must be at least 2 years discharged. Any re-established credit must be in good standing. Applicants with prior judgments or evictions will be denied. Drug convictions, sex offenses and other felony convictions will be grounds for denial as well.

### Identification

A copy of a valid State, Government ID or passport is required for our records.

By signing this agreement you acknowledge that All Options Property Management will conduct a credit, criminal and public records check on your history. You understand that regardless of the result of your application, the fee paid by you is not refundable under any circumstance. All Options Property Management agrees to make a good faith effort in acquiring all necessary information, but is not required to review any information that has been delayed in its arrival. You consent that all the information you provided is correct and complete to the best of your knowledge.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

application

Property applying for  
Requested Move in  
date?

\_\_\_\_\_  
\_\_\_\_\_

Lease term?

Office Use

Rent?

Office Use

Deposit?

Office Use

Co-signer?

Office Use

Legal Name

SSN #

Drivers License State

Drivers License #

Phone

DOB

Email Address

Current Address

City, State, ZIP

Resided how long?

Landlord Name

Landlord Phone

Rent Amount

Previous Address

if less than 2 years

City, State, ZIP

Resided how long

Landlord Name

Landlord Phone

Rent amount

Previous Address

if less than 2 years

City, State, ZIP

Resided how long

Landlord Name

Landlord Phone

Rent amount

application

**HAVE YOU EVER:**  
Filed for bankruptcy?  
Sued by landlord?  
been evicted?  
been convicted of a  
felony?

YES	NO

YES	NO

**IF YES, Explain**

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**EMPLOYMENT:**

**Applicant's Employer**

Supervisor

Phone

How Long?

Full or Part Time?

Take Home Pay           \$           Month           \$           Week

**Previous Employer**

If less than 4 years

Supervisor

Phone

How Long?

Full or Part Time?

Take Home Pay           \$           Month           \$           Week

**Co-Applicant's Employer**

Supervisor

Phone

How Long?

Full or Part Time?

Take Home Pay           \$           Month           \$           Week

**Co-Applicant's**

**Previous Employer**

Supervisor

Phone

How Long?

Full or Part Time?

Take Home Pay           \$           Month           \$           Week

application

**Other Members of your Household**  
Names and DOB

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pets**

**Dog?**

**Cat?**

**Bird?**

**Reptile?**

	YES	NO	Breed	Age	Weight	
Dog?						
Cat?						
Bird?						
Reptile?						

**Vehicle Info**

Make, Model, Yr and Lic. #

Make, Model, Yr and Lic. #

Make, Model, Yr and Lic. #

Make, Model, Yr and Lic. #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Info**

Name #'s and relationship

Name #'s and relationship

Name #'s and relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I have the right to dispute any information obtained from a screening service or credit agency. I certify that the above information is complete and accurate to the best of my knowledge.

**Applicant Signature**

**Date**

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature**

**Date**

\_\_\_\_\_  
\_\_\_\_\_