

# **Regency Property Management, LLC ~ RENTAL APPLICATION**

Name(s):					
Home #:		Work #:		Cell #:	
Property to Rent:					
Application Date:		Date You Want Rent to Begin:			

**TO APPLY, THE FOLLOWING IS REQUIRED:**

- ❖ Each person 18 and over must fill out a complete application.
- ❖ Note: properties cannot be held for long periods of time
- ❖ All applications must be filled out and signed by the applicant on the 2<sup>nd</sup> page of this application.
- ❖ A \$40.00 processing fee in cashier's check or money order must accompany this application. **No application will be processed without a processing fee.**
- ❖ Reliable documentation for your income is required.
- ❖ All intended residents MUST be listed below.
- ❖ ALL pets of any size, kind or type must be disclosed. Breed restrictions apply.
- ❖ All vehicles of any size, kind or type must be disclosed.
- ❖ Water filled furniture must be disclosed on this application.

**THE APPLICANT IS HEREBY NOTIFIED OF THE FOLLOWING PROCEDURES & POLICIES:**

- ❖ Applicants must have current identification in the form of driver's license, state ID, military ID, or passport. A copy of ID must be submitted with application.
- ❖ **If approved, 50% of the total security deposit must be paid in full with certified funds (cashier's check or money order) within two business days. The security deposit must be paid in full prior to occupying the residence. Occupancy is required within 2 (two) weeks of approval. If the applicant is approved and defaults on renting the property and signing a Rental/Lease agreement, applicant will forfeit the security deposit paid.**
- ❖ Qualifying is based on income, credit, landlord history or home ownership.
- ❖ Written and verifiable documentation must be supplied for income; W-2's for employment, tax returns or any documentation that proves income.
- ❖ Any false information given can be a reason for denial of an application.
- ❖ Applications are generally processed in 2-4 business days, but applications can take longer if information is needed from the applicant or a reference for the applicant.
- ❖ The processing fee is NON-REFUNDABLE, if processed.
- ❖ Regency Property Mgt and/or the owner must approve all pets, and IF a pet is allowed, an increase to the deposit is required for each pet. An increase in deposit, determined by the owner of the property, is required for ALL DOGS & CATS, WHETHER THEY ARE AN "INSIDE OR OUTSIDE" ANIMAL. To find out if other types of pets are acceptable, inquire at the Regency Property Management office.
- ❖ If there is water filled furniture or an aquarium, an insurance policy must be supplied.
- ❖ If approved, a walk through inspection is to be completed prior to occupancy.

Understood and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Applicant

**List names (first & last) and ages of all prospective tenants, INCLUDING YOURSELF:**

	Age			Age			Age	
	Age			Age			Age	
	Age			Age			Age	

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<b>The following information on this page is required in order to process the application</b>					
Full Name			Other last names:		
Home Phone:			Nicknames:		
Work phone:		Cell phone:		Social Sec. #	
Birth date:			Driver's License:		
<b>Please answer all of the following questions:</b>					
Pets? (Yes) (No) If so, how many?			List type & weight:		
Do you have any water filled furniture? What type?					
Have you been convicted of a felony?		If so, when & why:			
Have you ever declared bankruptcy?		If so, when & why:			
Have you ever been evicted?		If so, when & why:			
Have you ever refused to pay rent?		If so, when & why:			
<b>Ownership Or Landlord History</b>					
Current Address:			Previous Add:		
Current City:			Previous City:		
Current State/Zip:			Previous State/Zip:		
Monthly Rent:			Monthly Rent:		
Rent or Own?		How Long?		Rent or Own?	
Landlord name			Landlord name		
Landlord #:			Landlord #:		
Reason for leaving:			Reason for leaving:		
<b>Income: (please supply documentation for income)</b>					
Income Source:			Total Income Monthly:		
<b>Current Employer:</b>			Supervisor name:		
Employer Wk. Ph:			# Of years employed:		
Human Resources #:			Position:		F/T or P/T
Work Address:			Salary per month:		
Other Income:			Amount:		
Other Income:			Amount:		
<b>Previous Employer:</b>			Supervisor name:		
Employer Wk. Ph:			# Of years employed:		
Human Resources #:			Position:		F/T or P/T
Work Address:			Salary per month:		
<b>Vehicle Information: (List all cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)</b>					
# Of Vehicles			Make & License #		
Make & License #			Make & License #		

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Regency PM and Moco, Inc. whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is 800.814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in this report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

<b>Signature</b>		<b>Date:</b>	
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**PLEASE SUBMIT APPLICATION TO:  
Regency Property Management, LLC**

**7440 SW Hunziker Rd, Suite E  
Tigard, OR 97223**

**BUS: (503) 670-7739  
FAX: (503) 670-1516**