

Regency Property Management, Inc. - Application Disclosure

Regency Property Management does not discriminate based on: Race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning fair housing.

General Application Requirements:

- Each person 18 and over must fill out a separate application
- Valid phone numbers and email addresses are required for each applicant
- For multiple applicants/Roommates, all applications must be received within 24 hours, otherwise will be considered incomplete. In this case, other applicants could be considered
- A \$45.00 processing fee is required and non-refundable for each submitted application
- No application will be processed without a processing fee
- All intended residents MUST be listed
- Applicant must be able to enter a legal and binding contract.
- The denial of one applicant will result in the denial of the entire application.
- ALL animals of any size, kind or type must be disclosed and photo submitted to RPM. Breed restrictions apply to dogs. Proper documentation must be supplied with application for any companion or service animal
- All vehicles of any size, kind or type must be disclosed.

The applicant is hereby notified of the following procedures and policies:

- If you are submitting an application for a property prior to viewing the interior, please be advised that the following procedures still apply. We cannot guarantee that you will be able to view the interior of a home prior to its posted availability date.
- 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 during the application process
- Any false information given will be grounds for denial of an application.
- Applications are generally processed in 2-3 business days. If information is unable to be verified within 72 hours, the application will be denied and Regency Property Management reserves the right to process a back-up application.
- The processing fee is NON-REFUNDABLE, once submitted.
- RPM and/or the owner must approve all pets, and IF a pet is allowed, an increase to the deposit is required for each pet, whether they are an "INSIDE OR OUTSIDE" animal. Please ensure to discuss your animal(s) PRIOR to submitting your application.
- Proof of Renters Insurance that specifically states that it covers damages caused by animals is required prior to move in date.
- Qualifying is based on income, credit, landlord history or home ownership and background court records.
- Written and verifiable documentation must be supplied for income; All applicants must have a gross income equal or exceeding three times the monthly rent. Proof of income can include, but is not limited to: Current paystubs, W-2's, employment offer letters, financial aid, or tax returns if self-employed. Three consecutive months of bank statements showing ending balance is no less than three times the monthly rent amount can be considered in place of employment income.
- Rental history that reflects an outstanding balance, negative reference or refuses to give a reference will result in denial of application.
- Credit report that reflects an unresolved balance to a landlord will result in denial of application.

If your application is approved:

- 50% of the total security deposit must be paid in full with certified funds (cashier's check or money order) and rental agreement signed and returned within two business days whether or not you have viewed the interior of the property.
- Occupancy is required within 2 (two) weeks of approval and availability of the property. If the applicant is approved and defaults on paying the reservation deposit, and/or signing a Rental/Lease agreement, or taking possession within 2 weeks, applicant will forfeit the reservation deposit paid.

If your application is denied:

- If your application is denied and you would like to be re-evaluated, you can request a review in writing to: Equal Housing Opportunity Manager, Regency Property Management, Inc., 250 NE 181st Avenue, Suite C, Portland, OR 97230. Your application will be reviewed and you will be notified of the outcome. If your application was denied due to adverse credit reporting, contact the credit reporting agency listed on your denial letter.

Disabled Accessibility Statement:

- Regency Property Management, Inc. allows existing premises to be modified for disabled tenants. Please inquire to our office for guidelines and requirements prior to making any modifications.

Other important disclosures:

- All properties are SMOKE and GROW FREE.
- Pets are subject to breed restrictions. Increase to the security deposit will be required if your animal is approved. Minimums are as follows: \$250.00 per cat, \$250-500 per dog, \$150 per caged animal (rabbits, guinea pigs, etc)
- If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

| Fee disclosure as required by Oregon Landlord Tenant law: | |
|--|---|
| Early Lease termination Fee | 1.5 times monthly rent |
| Late Rent Payment Fee | 75.00 per occurrence |
| Dishonored Check Fee | \$35 (\$25.00 plus applicable bank charges) |
| Smoke/Carbon Monoxide Detector Tampering Fee | \$250 |
| Non-compliance fees | \$50 per occurrence |
| Applicant Screening Fee | \$45 |

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|-------------------|--|
| Property to Rent: | |
|-------------------|--|

Understood and agreed to this _____ day of _____, 201__

Applicant

Regency Property Management, Inc.~ RENTAL APPLICATION

| The following information on this page is required in order to process the application | | | | | |
|---|----------|--------------------|-----------------------|---------------|------------|
| Full Name | | | Other last names: | | |
| Home Phone: | | | Birth Date: | | |
| Work phone: | | Cell phone: | | Social Sec. # | |
| Email Address: | | | Driver's License: | | |
| Please answer all of the following questions: | | | | | |
| 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: | | | |
| Ownership Or Landlord History | | | | | |
| 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: | | |
| Income: (please supply documentation for income) | | | | | |
| Income Source: | | | Total Income Monthly: | | |
| Current Employer: | | | Supervisor name: | | |
| Employer Wk. Ph: | | | # Of years employed: | | |
| Human Resources #: | | | Position: | | F/T or P/T |
| Work Address: | | | Salary per month: | | |
| Other Income: | | | Amount: | | |
| Vehicle Information: (List all cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.) | | | | | |
| # Of Vehicles | | | Make & License # | | |
| List names (first & last) and ages of all prospective tenants, INCLUDING YOURSELF: | 1. _____ | | 2. _____ | | |
| | 3. _____ | | 4. _____ | | |
| | 5. _____ | | 6. _____ | | |
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| | | | | | |

I certify that the above information is complete and correct and hereby authorize you to do a credit check, obtain an investigative consumer report and make any other inquires you feel necessary to evaluate my tenancy and credit standing. I/WE understand that giving incomplete or false information is grounds for rejection of the application. If any information supplied on this is later found to be false, this is grounds for termination of tenancy.

By signing this document I understand that the non-refundable screening fee of in exchange for the investigative services provided by Background Investigations, inc and that the landlord may subsequently obtain an Investigative Consumer Report which includes the checking of the applicant's credit, income, employment, rental history and may include information as to his/her character, general reputation, personal characteristics, and mode of living. You have the right to request additional disclosures provided for under Section 606 §1681 d(b) of the federal Fair Credit Reporting Act, and a written summary of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided to the owner/agent by the screening company or the credit bureau as well as a complete and accurate disclosure of the nature and scope of the investigation. The name/address of the screening service is Background Investigations, Inc, 27600 SW 95th Ave. Suite #100 Wilsonville, OR 97070.

If the application is approved, applicant(s) will have 48 hours from the time of notification to either execute a rental agreement and make all deposits requires thereunder or make a deposit to hold the unit and execute a deposit receipt which will provide for the forfeiture of the deposit if applicant(s) fail to occupy the unit. If applicant(s) fail to timely take the steps required above, they will be deemed to have refused the unit and the next applicant for the unit will be processed.

| | | | |
|------------------|--|--------------|--|
| Signature | | Date: | |
|------------------|--|--------------|--|

PLEASE SUBMIT APPLICATION TO:
Regency Property Management, Inc

250 NE 181st Ave, Suite C
Portland, OR 97230

BUS: (503) 670-7739
FAX: (503) 665-5150