

## APPLICATION TO RENT

There is a \$45.00 non-refundable processing fee required in cash, per ADULT, when submitted. I understand that it is my responsibility to verify the status of my application after 5 working days if I have not heard from V.I.P., and I understand that V.I.P. does not respond back on rejected applications. It may be necessary to require a higher deposit or a co-signer based on the information provided. Incomplete applications will not be processed nor will V.I.P. contact applicant for further information. A separate application is required for each adult occupying the unit. My signature below indicates I HAVE READ THE POSTED SCREENING CRITERIA & MOVE IN PROCESS INFORMATION.

Full Name _____ Phone: (    ) _____ - _____		
First	Middle Initial	Last
Email: _____		SS#: _____
Birth Date: ___/___/___ Driver's License, State and #: _____ # of person(s) to occupy unit _____		
Present Address _____ City _____ State _____ ZIP _____ Rent \$ _____		
From: _____ To: _____ Landlord _____ Phone _____		
Reason for moving _____		
Previous Address _____ City _____ State _____ Rent \$ _____		
From: _____ To: _____ Landlord _____ Phone _____		
Reason for moving _____		
**LANDLORDS CANNOT BE RELATED TO THE APPLICANT(S) OR OF A LIVE-IN-NATURE. *** <b>Must be a real property rental.</b> ***		

Employer _____ Address _____	
Work Phone: (    ) _____ - _____	How Long _____ Position _____ Full Time _____
Monthly GROSS Income \$ _____	
Contact Person for Verification _____ Title _____ **Income must be 3 times greater than the rent	

Personal reference – NON RELATIVE: Name _____ Years know _____	
Home Phone(    ) _____	Address _____ City _____ State _____
Personal reference –RELATIVE: Name _____ Relationship _____	
Home Phone(    ) _____	Address _____ City _____ State _____
Emergency Contact person: Name _____ Years known _____	
Home Phone(    ) _____	Address _____ City _____ State _____

Auto Make #1 _____ Model _____ Year _____ License Plate # _____
Pet(s)# _____ TYPE _____ Pets must have 1 yr. good rental history/ references.
Have you ever: Been Evicted? _____; Been sued by a Landlord? _____; Filed Bankruptcy? _____; Been convicted of or currently facing charges for a crime? _____; If yes to any of these, please explain _____

<b>CO-SIGNER INFORMATION – CO-SIGNER MUST MAKE 4 TIMES AMOUNT OF RENT (GROSS) PER APPLICANT</b>		
Name _____	Address _____	City _____
_____ State _____	Home Phone _____	Note: Self-employed persons used as co-signer will be required to provide a copy of the most current 1040 prior to approval. Persons who are retired or have a non-garnish able income will not qualify.

### TRANS UNION CONSUMER RELATIONS, PO BOX 2000, CHESTER, PA 19022 1-800-916-8800

I certify the above information is correct & complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit check). I also authorize VIP to fax a copy of this application to other agencies in order to obtain a rental or employment reference. I understand that if I am denied tenancy due to my credit standing, I have the right to obtain, within sixty days, a free copy of my credit report, and the right to dispute the accuracy or completeness of any information in the consumer report.

*Applicant Signature(s)*X \_\_\_\_\_ *Date* \_\_\_\_\_

This application is subject to approval by owner or his agent. It is understood that I will not be discriminated against because of Race, Color, National Origin, Sex Religion, Martial Status, Children, or Disability. I warrant that the above information given is true and that my misrepresentation may lead to denial of my application. Agent may obtain a tenant screening or credit report which generally consists of: a) credit history including credit standing; b) public records, including but no limited to judgments, liens, evictions and status of collection accounts; c) information verification; d) current obligations and credit ratings; and e) criminal records.

*Applicant Signature(s)*X \_\_\_\_\_ *Date* \_\_\_\_\_

Property Address: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Co-Signer? \_\_\_\_\_ Mailed \_\_\_\_\_ S/D Due Date \_\_\_\_\_



• [www.valleyinvestmentproperties.org](http://www.valleyinvestmentproperties.org) • 1388 Willamette St. Eugene, OR 97401 • (541) 345-1641 •  
**RESIDENT SCREENING CRITERIA**

**I. IDENTIFICATION**

1. Copy of your Driver's License, State ID, and/or Passport

**II. PREVIOUS RENTAL HISTORY**

- 1. At least 1 year of either positive rental history or verifiable home ownership for each applicant age 18 or over. Home ownership is verified through credit reports. Landlords cannot be related to the applicant(s) or of a live-in nature and it must be a real property rental, with a written rental agreement between all parties.
- 2. **OR;** (3) Three times the rent amount in deposit, minimum of \$3000.00 **and** a co-signer (per our co-signer requirements); **or**
- 3. **\$5000.00 refundable deposit.**

**III. INCOME REQUIREMENTS**

- 1. Gross income must be no less than three times the rent. If you have shared rental history for a year or more, you may combine income.
  - A. At least 1 year of VERIFIABLE income at current job or in related field.
    - Student loans are not considered income for that must be repaid. Grant/Scholarship income does qualify.
  - B. Proof of self-employment from most current year's 1040.
  - C. Social Security: Show check or statement for last 6 months.
- 2. A co-signer may be accepted if they have gainful employment that **pays four times greater than the rent amount even if shared.**
- 3. A co-signer **must live and work in the US** and have garnishable wages, and cannot be used for credit purposes.
- 4. If for some reason you cannot attain a co-signer we will require a deposit three times the rent amount, minimum of \$5000.00.
- 5. **A cosigner will not cover other screening requirements, such as negative rental history or credit standing.**

**IV. CREDIT/CRIMINAL/PUBLIC RECORDS CHECK**

- 1. Negative reports may result in denial of application.
- 2. Past or pending criminal charges may result in denial of application.

**V. PETS/Aid Animals**

- 1. Pets must have one year's worth of rental history and be approved by the Manager.
- 2. Applicants requiring aid animals must follow our reasonable accommodation procedures, will not be rejected based on animal ownership.
- 3. All animals, pets or aid, must be licensed, be spayed or neutered, and current on all vaccinations and proof of such provided upon approval.

**VI. OTHER**

**1. ANY INFORMATION THAT IS INCOMPLETE, INACCURATE OR FALSIFIED WILL BE GROUNDS FOR DENIAL OF THE APPLICATION OR SUBSEQUENT TERMINATION OF TENANCY.**

- 2. Each applicant over the age of 18 must meet the above criteria.
- 3. Applicant screening fee is \$45.00 cash PER APPLICANT, **non-refundable**, regardless of marital status or joint application.
- 4. Each adult must fill out a separate application, unless you have shared a household for a year or more.
- 5. All applicants must submit their applications in the VIP office at the same time.
- 6. Incomplete applications will not be accepted or processed.
- 7. Applications are processed in the order received.
- 8. Applications are not accepted unless you have viewed the inside of the property. Looking through the windows does not qualify.
- 9. **ALL APPLICANTS MAY BE REJECTED ON THE ATTITUDE IN WHICH THEY TREAT THE EMPLOYEES OF VIP.**

**THE MOVE-IN PROCESS (All steps must be followed in order)**

**1. VIP REQUIRES THAT THE APPLICANT MUST VIEW THE INSIDE OF THE UNIT BEFORE AN APPLICATION IS TURNED IN.** Merely driving by and/or peeking through windows are NOT sufficient. To view the inside, the applicant must check out a key from the office before 3:00 pm, Monday through Friday. This requires a \$50.00 cash deposit, which is returned in full once the key is returned to the office by 5:00 pm the same day. (Keys are also checked out on Sunday, from 1:00-2:00 ONLY, and must be back by 3:00.) The key check out is for the sole purpose of the applicant to verify the interior condition of the unit. Applicant is turning in the application because they are satisfied with the condition as seen at key check out.

**2. ONCE THE KEY IS RETURNED, THE APPLICANT (S) MAY THEN FILL OUT & TURN IN AN APPLICATION.** Applications must be filled out completely; partially completed applications will NOT be accepted. Each applicant must submit a separate application unless applicants have at least one (1) full year shared rental history.

**3. THE APPLICATION PROCESS TAKES ROUGHLY 2-4 DAYS.** This time may be shorter or longer, depending on office workload or response times from applicants' former/current landlords or employers. **All screening criteria must be met** – negative reports from any one reference will constitute denial of the application. We will look at credit history; collections that are not medical in nature may result in application denial. We also check (in order) rental history, income history, & if required, co-signer verification. VIP will make all reasonable efforts to contact listed references, but will not be responsible if references do not return calls. It will then be the responsibility of the applicant to follow-up with the reference.

**4. ONCE APPROVED, THE TENANT IS RESPONSIBLE FOR RENT FROM THAT POINT FORWARD.** The move-in process takes an additional 1-2 days: Once approved, VIP will call applicant and ask the approved applicant to bring in the security deposit, by 5:00PM day following notification of approval, **in the form of a cashier's check or money order ONLY!** (If a co-signer is required, VIP will at this time mail a co-signer agreement, which the co-signer must complete in the presence of a notary public and return to VIP; the process will continue once this original document is received.) The applicant will at this time call the utility company to set up any applicable utilities in his/her own name. An appointment will then be set for signing the rental agreement, typically the next business day. This gives VIP time to draw up all necessary paperwork and have the locks changed on the rental unit. \_\_\_\_\_initial

**5. KEYS TO THE PROPERTY WILL BE GIVEN TO THE APPLICANT AT THE TIME OF SIGNING THE RENTAL AGREEMENT.** All documents must be signed & dated. All terms agreed to;. No "negotiations" will be granted. The tenant will also at this time pay prorated rent for the month of move-in, and the cost of \$75 for lock change , and any pet deposits, if applicable. All money must be paid up front; no payment plans will be allowed. At the time all of these steps are complete; the tenant will receive keys to the rental unit and be allowed to move-in. Hooray!

**I certify that I have read and understand VIP's Screening Criteria and Move In Process policies. I am aware the rent is due on the 1<sup>st</sup> of each month, payable to VIP at 1388 Willamette St. & if VIP does not receive the total amount of rent due by 11:59 PM on the 4<sup>th</sup> of the month, rent will be LATE and incur additional costs and/ or penalties.**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_