

INCOME	INCOME
Employer Name _____	Employer Name _____
Complete Address _____	Complete Address _____
Telephone # _____ Position: _____	Telephone # _____ Position: _____
Gross: _____ Net Wages: _____ How Often: _____	Gross: _____ Net Wages: _____ How Often: _____
Dates of Employment: From: _____ To: _____	Dates of Employment: From: _____ To: _____
OTHER Income? (You / member of household receives, or will):	OTHER Income? (You / member of household receives, or will):
Source _____ Amt. _____ How Often? _____	Source _____ Amt. _____ How Often? _____
Housing Assistance? _____ Case Worker Name _____	Housing Assistance? _____ Case Worker Name _____
TOTAL MONTHLY INCOME: \$ _____	TOTAL MONTHLY INCOME: \$ _____

CREDIT FINANCIAL REFERENCES – LIST ALL CREDIT OUTSTANDING			
NAME of COMPANY	PHONE#	MO. PMTS	
AUTO LOAN(S) _____		\$ _____	
FINANCE COMPANY _____		\$ _____	
CHARGE CARDS _____		\$ _____	

ADDITIONAL INFORMATION: APPLIES TO ANYONE NAMED ON THIS APPLICATION

1. Do you have PETS? _____ If yes, please list all: _____
2. Have you ever been arrested and convicted of a felony? _____ If yes, please explain: _____
3. Have you ever broken, or in any manner failed to honor, a lease or rental agreement? _____ If yes, please explain: _____
4. Have you ever changed your name? _____ If so, please list all previous names: _____

PERSONAL REFERENCES: GIVE NAMES,	ADDRESS,	PHONE NUMBERS:
# 1. _____	_____	_____
# 2. _____	_____	_____
# 3. _____	_____	_____

IN CASE OF EMERGENCY – WE MUST HAVE SOMEONE TO CONTACT: (Someone other than your roommate)

NAME _____	PHONE # _____	Relationship _____
Address _____	City _____	State _____ Zip Code _____
NAME _____	PHONE # _____	Relationship _____
Address _____	City _____	State _____ Zip Code _____

CERTIFICATION OF ACCURACY AND SIGNATURE(S)

I/We hereby certify that the information is true and correct and authorize Lepman Properties to investigate and obtain my/our credit rating, criminal/public records, current and past rental records, employment history and any sources of income to household, current/past utility records and any information necessary to determine my/our eligibility.

I/We authorize any and all HOUSING AUTHORITIES to release any information about my prior rental history, family income, household composition, and other facts related to my eligibility with them.

I/We understand and accept that any information provided that is incomplete, inaccurate, or falsified shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information.

I/We acknowledge and understand that *ALL BLANKS MUST BE FILLED IN OR THIS APPLICATION WILL NOT BE PROCESSED.*

I/We understand that due to changes in circumstances, additional information may be requested at a later date to complete the processing of this application.

_____ Signature Applicant	_____ Date	_____ Signature Applicant	_____ Date
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LEPMAN PROPERTIES

180 Ferry Street NW, Albany, OR 97321 ♦ Phone (541) 928-0156 Fax (541) 928-4456

Property Management Since 1979

Applicant Screening Criteria

- 1. IDENTIFICATION:** Applicants shall provide two pieces of identification, Oregon photo I.D. or Oregon driver license and social security card.
- 2. APPLICANT PROCESS:** Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant over 18 years old shall submit a completed application. Processing will not begin until all documents are submitted and verified. Acceptance or denial of the application may take up to five (5) days. Upon acceptance, applicant(s) may be required to sign a reservation agreement and pay a reservation deposit, sign a rental agreement and/or pay applicable fees and/or deposits.
- 3. RENT TO INCOME RATIO:** Combined income of all applicants shall be 3½ to 4½ times the rent.
- 4. SOURCE OF INCOME:** All sources of employment and non-employment income shall be legally obtained and verifiable. At the time of application, it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stubs or employer verification. Stability of the source and amount of income during the past five (5) years may be considered.
- 5. INCOME TO DEBT RATIO:** Housing and utilities shall not exceed 35% of total income. Installment debt payments shall not exceed 35% of total income. If the applicant does not have installment debts, income debt ratio for housing may be permitted to be up to 50% of income.
- 6. HOUSING REFERENCES:** The applicant(s) shall provide information necessary to verify current and previous rental history for the past five (5) years. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicant's housing during the past five years has included home ownership, mortgage payment history shall be considered.
- 7. CREDIT WORTHINESS:** Credit worthiness may be determined from a credit report, which should reflect prudent payment history. Applicant(s) history should be free of evictions, judgements, collections and bankruptcies. A valid explanation may be considered by the owner/agent if provided by the applicant(s).
- 8. LIMITATIONS:** Rental unit is for residential use only. Occupancy may not exceed two (2) persons per bedroom. Parking may be limited to one (1) vehicle per unit. Pets are not permitted. The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.
- 9. ARREST AND CONVICTIONS:** Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises shall be denied.
- 10. Demeanor and Behavior:** The behavior and demeanor of applicants during the application process will be considered.
- 11. INCOMPLETE, INACCURATE, OR FALSIFIED INFORMATION:** Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.

VARIANCE POLICY: Failure to meet the screening criteria, as stated, may be grounds for:

1. Denial of the application, or
2. If a co-signer is accepted, such individual(s) will also be required to meet the screening criteria, and/or
3. Payment of an additional deposit.
4. Credit screening done by Equifax P.O. Box 740256 Atlanta, GA. 30374-0241



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APPLICATION FEE

To process your application, a fee of \$20 is required for any applicant over 18 years of age, including co-signers. Make check payable to Lepman Properties.

CHECK OR MONEY ORDER ONLY! NO CASH!

This fee is used to obtain credit, criminal background and rental history information and to verify your income and/or employment.

This information is used by Lepman Properties to help us determine your success as our customer. If approved, you will be living in an expensive dwelling, so we want to know something about you.

The agency we will be using for this screening process is:

National Tenant Network

P.O. Box 21027
Keizer, Oregon 97303

You have the right to submit a statement to Lepman Properties, if you believe that the information Lepman Properties has received from National Tenant Network is incorrect.

This is a one-time fee. You will not be given a refund.

Signature _____

Signature _____

Signature _____