



Applicant Screening Criteria Disclosure & Receipt

Applicant is urged to review the screening criteria to determine if the requirements can be met prior to paying the application screening charge of \$50.00 per ORS 90.295. The landlord may consider a valid explanation for any difference from the requirements if provided by the applicant, and if necessary the applicant may provide additional information or explanations on a separate sheet of paper. Failure to meet the screening criteria may, at option of the landlord, be grounds for denial of an application; **or** a co-signer (\$50.00 additional screening charge) with satisfactory credit may be required; **or** an additional security deposit may be required.

Housing References:

- The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) years. Information obtained from those related by blood or marriage may require a co-signer or an additional deposit.

Income:

- Two (2) years employment history or two (2) most recent employers for a total of one (1) year each. (Applicant must pre-authorize with employer to release information regarding employee status and pay.)
- Total income from employment and other income sources shall be approximately three (3) times the monthly rental rate.
- If self-employed, copies of the last tax return may be required.
- If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income may be requested.

Credit History:

- Satisfactory credit rating.

Company Policies and Procedures

- Application will be processed in the order received.
- Each resident over 18 years of age must submit a separate application. A charge per application may be required prior to processing. The charge covers the cost of processing the information on the applicant. This includes information from previous and current landlords, verification of employment, a consumer credit report from TransUnion and any other inquiries necessary to evaluate the application. A charge will only be accepted when there is an available or upcoming unit. This charge does not guarantee the acceptance of the application.
- You will be notified as soon as your application has been processed. If the reason for denial is in any way based upon the consumer credit report, the applicant may write to: TransUnion Consumer Solutions P.O. Box 2000 Chester, PA 19016-2000, or call [800-916-8800](tel:800-916-8800). IPMG Inc. cannot disclose details of these reports.
- Occupancy may not exceed two (2) persons per bedroom.
- Arrest and/or convictions will be evaluated.
- The behavior and demeanor of applicant during the application process will be considered.
- Lease Agreements: Tenant is responsible for the entire lease term. If Tenant chooses to terminate the lease prior to the expiration date, Landlord may charge Tenant an early termination fee equal to 150% of the monthly rent in addition to rent due through Tenant's last day of possession of premises.

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