

RESIDENT SCREENING CRITERIA

I. IDENTIFICATION

1. Copy of your Driver's License, State ID, and/or Social Security Card.

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. Must be a real property rental with a written rental agreement between all parties.

III. INCOME REQUIREMENTS

1. Gross income must be three times greater than the rent. If you are married or have shared a household for a year or more, you may combine income.

- A. At least 1 year of VERIFIABLE income at current job or in related field.
- 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, FOR INCOME PURPOSES ONLY. They must have gainful employment that pays four times greater than the rent. A co-signer must have garnish able wages, and cannot be used for credit purposes or lack of rental history.

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

1. The animal must have one year's worth of rental history and be approved by the Manager.
2. Applicants requiring aid animals (with written verification from a qualified individual) will not be rejected based on pet ownership.

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 \$30.00 cash PER APPLICANT, non-refundable.
4. Each adult must fill out a separate application, unless you are married or have shared a household for a year or more.
5. All applicants applying for a property must submit their applications 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. Before an application will be taken on a property, VIP requires that the applicant must view the inside of the unit. Merely driving by and/or peeking through the 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, but only from 11:00-12:00, and must be back by 1:00.) Before leaving the office with the key, the applicant needs to sign out on the clipboard and read the screening criteria posted.

2. Once the key is returned, the applicant(s) may then fill out and turn in an application. Applications must be filled out completely; no partially completed applications will be accepted. Each applicant must submit a separate application unless applicants have at least one full year shared rental history. Each applicant must be present at the time of submission in order to present a photo ID for identification verification purposes. No third party will be allowed to turn in an application for another person for any reason. The application-screening fee is \$30.00 cash per adult, regardless of marital status or joint application. **This fee is non-refundable.**

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. The first item VIP checks is credit history. Any items in collections that are not medical in nature will result in application denial. We then move on to (in order) rental history, employment history, and then, if required, co-signer verification. VIP will make all reasonable efforts to contact listed references, but shall not be responsible if references do not return calls. It will then be the responsibility of the applicant to make follow-up calls to 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: The next step is for the approved applicant to bring in the security deposit on the unit, in the form of a cashier's check or money order. (If a co-signer is required, the applicant will at this time be given 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 EWEB 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.

5. Possession of the property will be given to the new tenant at the time of signing the rental agreement. All documents must be signed and dated, and 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, a \$50 lock change fee, 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. The move-in process is now complete. 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 1st 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 4th of the month**, rent will be LATE and incur additional costs and/ or penalties.*

X _____ Date: _____

X _____ Date: _____

APPLICATION TO RENT

• Valley Investment Properties • 1388 Willamette St. Eugene, OR 97401 • (541) 345-7368

There is a \$30.00 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 unit unless applicants have shared a household for at least one year. My signature below indicates I HAVE READ THE POSTED GUIDELINES.

Full Name _____	Home Phone: () _____ - _____
First _____ Middle Initial _____ Last _____	
SS#: _____ Birth Date: ____/____/____	Driver's License, State and #: _____
Co-Applicant Name _____	Home Phone: () _____ - _____
First _____ Middle Initial _____ Last _____	
SS#: _____ Birth Date: ____/____/____	Driver's License, State and #: _____
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. Must be a real property rental.**

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

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

Auto Make #1 _____	Model _____	Year _____	License Plate # _____
Auto Make #2 _____	Model _____	Year _____	License Plate # _____
Pet(s) _____	Type _____	All pets must have 1 year worth of rental history.	
# of individual(s) to occupy unit _____			
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 _____			

CO-SIGNER INFORMATION – CO-SIGNER MUST MAKE 4 TIMES AMOUNT OF RENT (GROSS) PER APPLICANT			
Name _____	Address _____	City _____	State _____
Home Phone _____	Employer _____	Income Amt _____	
How Long At Job _____	SS# _____	Position _____	Contact Person to Verify _____
Employment: _____	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-garnishable 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 and 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 _____ 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.

Signature _____ Date _____ Signature _____ Date _____
Property Address: _____ Approved _____ Denied _____ Co-Signer? _____