

Office Use Only

Property Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Taken By: \_\_\_\_\_  
Advertised **Estimated** Availability Date: \_\_\_\_\_ **Pets allowed at this unit** (Circle): Yes or No  
Identification (License, Passport, etc): \_\_\_\_\_ Number of units available (same type and area): \_\_\_\_\_  
Number of applications previously accepted and remaining under consideration: \_\_\_\_\_  
Screening Fee Paid \_\_\_\_\_ Method of Payment \_\_\_\_\_



# Centerpointe Property Management

## Rental Applications and Screening Criteria

### (PLEASE READ BEFORE YOU APPLY)

Centerpointe Property Management is an Equal Housing Property Management Company. We offer an application to everyone. We review completed applications in the order in which we receive them. We do not discriminate on the basis of race, color, national origin, sex, religion, marital status, source of income, familial status, handicap or disability. We do, however, consider how a prospective resident pays the rent, obeys laws, handles professional relationships, treats neighbors and takes care of the property. We will perform an investigative consumer report through which we attempt to obtain written, oral or other communication concerning your credit-worthiness, character, general reputation, personal characteristics, mode of living, as well as verification of income and verification of other information provided on this application. We do reserve the right to make exceptions. We estimate **(This is not a guarantee)** the time required to complete an application to be 5-10 business days.

Rent, Deposit, and Fee Disclosures

\*\*Amounts listed may be subject to change before a rental agreement is signed.

Monthly Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Other Deposit: \_\_\_\_\_

\*\*Deposits may increase depending on screening and other factors.

Owner/Agent may charge the following:

Late Fee for Rent: 6% of rent amount      Smoke Alarm/Carbon Monoxide Tampering Fee: \$250 per occurrence

Dishonored Check Fee: \$35 plus any amounts charged by the bank      Early Lease Termination Fee

Owner/Agent may charge the following non-compliance fees after giving written warning notice of the initial violation. If the non-compliance occurs within 1 year of the written warning notice a \$50 2<sup>nd</sup> violation fee may be charged. A \$50 plus 5% of current rent fee may be charged for any violations that occur after the 2<sup>nd</sup> violation.

Late Payment of Utility Fee: \$50      Failure to Clean Pet Waste, Garbage, Rubbish, or Other Waste Fee: \$50

Parking Violation or Other Improper Use of a Vehicle Fee: \$50      Unauthorized Pet Fee: \$50

### FOLLOW THE ATTACHED INSTRUCTIONS-OTHERWISE WE CANNOT PROCEED:

1. There is a \$40 per adult non-refundable fee **(TURNED IN WITH APPLICATION)** which covers the cost of the application and obtaining a credit report.
2. Each adult (18 years of age and older) must submit a separate Rental Application, unless applicants are married. \$40 application fee per adult still applies. Two people per bedroom. If you are married and have different rental history, please separate and list history for each adult.
3. Must be at least 18 years of age or older, unless legally emancipated or a parent of their own child.

4. Each applicant must furnish copies of two forms of ID; one must have a picture **(TURNED IN WITH APPLICATION)**.
5. We obtain a credit report on each application. Negative credit alone may not disqualify you. However, unpaid utility bills, unpaid liens, judgments, unpaid child support, bankruptcy or collection/default accounts may cause your application to be denied. A minimum credit score of **625** is required to be considered. We reserve the right to require an increased deposit in instances of negative or lacking credit history or lack of rental history.
6. To qualify, you must make at least 3 times the rent amount. Please provide 3 months of paystubs. If self-employed, please provide the last two years of tax returns **(TURNED IN WITH APPLICATION)**.
7. Persons with 66% debt or more will be denied.
8. Permanent employment of at least six months at the same job is preferred.
9. Five consecutive years of residency history is required, with no gaps in dates.
10. We verify current and previous landlords.
11. We do not rent to anyone who has been evicted or currently owes money to a landlord.
12. We do not rent properties to more than two persons who are not related.
13. Any individual who is a current illegal substance user, or has been convicted for the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
14. Smoking, storing or growing of marijuana, (medical, edible, or otherwise) at any of our properties is prohibited.
15. We require Renters Insurance of \$100,000 liability on all our properties. Agent, Centerpointe Property Management, LLC needs to be listed on policy as interested party.
16. Pets: Must be licensed, current vaccination record with proof of spay and neutering. We require a deposit of \$500 per dog and \$500 per cat. This additional deposit is conditionally refundable. We do not accept "Guard Dog" breeds – Pit Bull, Rottweiler, Doberman, German Shepherd. Aid animals (companion or service); Reasonable accommodation form and Doctor's note/prescription. **Additional renter's insurance will need to be procured for pets. A picture of the pet or assistive animal must be turned in with the application.**
17. This application must be completed in its entirety. Failure to complete entire application may delay processing, or result in a denial of the application.
18. Lying and/or embellishing the truth on the application or hostile demeanor is immediate grounds for denial.
19. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.
20. Approved Applicants must be prepared to take possession of the property within 72 hours from the date the property is available and pay all move-in costs. A Deposit to Hold the property must be paid within 48 hours of application approval.
21. For Vintage Village RV and Mobile Home Spaces: Title or registration, insurance, and a picture of the RV or mobile home must be included with the application. RVs and mobile homes must have a working smoke detector - this will be verified by a CPM employee.

**Applicant #1 Printed Name** \_\_\_\_\_

**Applicant #1 Signature** \_\_\_\_\_

**Applicant #2 (Spouse) Printed Name** \_\_\_\_\_

**Applicant #2 (Spouse) Signature** \_\_\_\_\_

# RENTAL APPLICATION



## Centerpointe Property Management

508 W. Agee St. Roseburg, OR 97470 Phone: (541)672-3434 Fax: (541)672-4014  
Email: office@centerpointeproperty.com

### Applicant #1

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Applicant #2 (Spouse)

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Emergency Contact Information (Must be a person not living with you)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation: \_\_\_\_\_

### **List all the names & birthdates of everyone who will occupy the premises, include yourself and spouse.**

- 1) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 5) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 6) Name: \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **List two references that are not living with you and are not listed anywhere on this application.**

- 1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation: \_\_\_\_\_

**Pets (Circle): Yes or No**

- 1) Name: \_\_\_\_\_ Type (Cat, Dog): \_\_\_\_\_ Breed: \_\_\_\_\_  
Age: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
Temperament (Playful, Shy, Protective, etc): \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Type (Cat, Dog): \_\_\_\_\_ Breed: \_\_\_\_\_  
Age: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
Temperament (Playful, Shy, Protective, etc): \_\_\_\_\_

**Vehicles**

**Vehicle #1**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ State: \_\_\_\_\_ Circle One: Own or Finance

**Vehicle #2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ State: \_\_\_\_\_ Circle One: Own or Finance

Do you own an RV (Circle)? Yes or No Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Do you own a Mobile Home (Circle)? Yes or No Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Do you own a Boat (Circle)? Yes or No Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Do you own a Trailer (Circle)? Yes or No Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

**Answer the following:**

Has anyone who will occupy the premises ever (Circle):

Been Evicted? Yes or No  
Sued a Landlord? Yes or No  
Been Sued by a Landlord? Yes or No  
Refused to Pay Rent When Due? Yes or No  
Filed Bankruptcy? Yes or No

If so, when? \_\_\_\_\_

Have you Ever Been Convicted of a Crime? Yes or No

If so, please explain: \_\_\_\_\_

**Answer the following:**

Does anyone who will occupy the property have (Circle):

Water filled Furniture? Yes or No  
Aquarium? Yes or No  
Piano/Organ? Yes or No

House Keeping/Yard Skills (Check):  Meticulous  Clean but comfortable  Messy-not filthy  Needs improvement

Do you own a vacuum cleaner (Circle)? Yes or No

Do you own a lawn mower (Circle)? Yes or No

Does anyone who will occupy the premises smoke (Circle)? Yes or No

## Residence History

**Provide 5 years of your most recent residence history with no gaps.**

**This includes parents, family, or friends if applicable.**

### **STOP – Read before filling out this section:**

**It is YOUR responsibility to provide accurate contact information for all previous landlords. We will make two attempts to reach a previous landlord. If we are unable to make contact to verify the information you have provided we will withdraw your application and move on to the next applicant. It is highly recommended you take the time to confirm the information you have provided is accurate and go the extra step by providing not only phone numbers, but email addresses and fax numbers**

Current Street Address	Unit	City	State	Zip
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____ Related to the Landlord (Circle)? Yes or No				

Previous Street Address	Unit	City	State	Zip
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____ Related to the Landlord (Circle)? Yes or No				

Previous Street Address	Unit	City	State	Zip
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
Reason for Leaving: _____ Related to the Landlord (Circle)? Yes or No				

Previous Street Address	Unit	City	State	Zip
_____	_____	_____	_____	_____
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
_____	_____	_____	_____	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
_____	_____	_____	_____	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

Previous Street Address	Unit	City	State	Zip
_____	_____	_____	_____	_____
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
_____	_____	_____	_____	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
_____	_____	_____	_____	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

Previous Street Address	Unit	City	State	Zip
_____	_____	_____	_____	_____
Rent Amount	Move in Date (Month & Year)	Move Out Date (Month & Year)	Owned or Rented?	
_____	_____	_____	_____	
Landlord's Name	Phone Number (Required)	Email	Fax Number	
_____	_____	_____	_____	
Reason for Leaving: _____		Related to the Landlord (Circle)? Yes or No		

**Applicant #1 Employment Information**

Employer Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
\_\_\_\_\_  
Street Address City State Zip Phone Number  
Estimated Monthly Take Home (before taxes): \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

**Applicant #2 (Spouse) Employment Information**

Employer Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
\_\_\_\_\_  
Street Address City State Zip Phone Number  
Estimated Monthly Take Home (before taxes): \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

**Financial Information**

Bank Name: \_\_\_\_\_ Name on Bank Account: \_\_\_\_\_  
Account Type: \_\_\_\_\_ Current Balance: \_\_\_\_\_  
  
Bank Name: \_\_\_\_\_ Name on Bank Account: \_\_\_\_\_  
Account Type: \_\_\_\_\_ Current Balance: \_\_\_\_\_  
  
Bank Name: \_\_\_\_\_ Name on Bank Account: \_\_\_\_\_  
Account Type: \_\_\_\_\_ Current Balance: \_\_\_\_\_  
  
Savings Bonds (Circle)? Yes or No If so, cash value: \_\_\_\_\_  
Whole Life Insurance (Circle)? Yes or No If so, company: \_\_\_\_\_  
cash value: \_\_\_\_\_  
Do you own property (Circle)? Yes or No If so, property address: \_\_\_\_\_  
Street City State Zip  
current market value: \_\_\_\_\_  
outstanding mortgage balance (if any): \_\_\_\_\_  
  
HUD/Section 8 (Circle)? Yes or No Amount: \_\_\_\_\_  
Food Stamps (Circle)? Yes or No Amount: \_\_\_\_\_  
TANF (Circle)? Yes or No Amount: \_\_\_\_\_  
VASH (Circle)? Yes or No Amount: \_\_\_\_\_  
Other Not Listed (excluding Child Support): \_\_\_\_\_ Amount: \_\_\_\_\_

**APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION AND RELEASE  
OF PERSONAL INFORMATION**

I understand that TENANT DATA, APPFOLIO, and/or PACIFIC SCREENING will be processing my rental application & may access my credit information from the national repositories. I authorize my references and creditors to release, to TENANT DATA, APPFOLIO, and/or PACIFIC SCREENING all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically, by fax, and/or email, and request it be done in this manner whenever possible. Furthermore, I understand TENANT DATA, APPFOLIO, and/or PACIFIC SCREENING has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the credit report. I further authorize TENANT DATA, APPFOLIO, and/or PACIFIC SCREENING to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Applicant hereby gives express consent to Centerpointe Property Management LLC to obtain a consumer credit report. Applicant also certifies the above information is true and correct and hereby authorizes Centerpointe Property Management LLC to make inquiries necessary as stated for the purpose of evaluation for tenancy, including but not limited to: consumer credit report, verification of information from current and previous landlords, and/or mortgage company, verification of income provided on the rental application, check of personal references, criminal background check, public records check, and any other sources of information that may be discovered during the screening process.

Please sign you have read, understood and agree with the above terms.

**Dated this** \_\_\_\_\_ **Day of** \_\_\_\_\_ **Year** \_\_\_\_\_

**Applicant's LEGAL NAME:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Spouse's LEGAL NAME:** \_\_\_\_\_

**Spouse's Signature** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant Phone #** \_\_\_\_\_





Centerpointe Property Management, LLC  
508 W. Agee St., Roseburg OR 97471  
Phone: (541) 672-3434 FAX: (541) 672-4014  
Email: [carol@cpm4rent.com](mailto:carol@cpm4rent.com)

**Centerpointe Property Management complies with Federal Law on Marijuana Issue**

November 12, 2015

Dear Residents:

**As most of you know, as of July 1<sup>st</sup>, 2015 in the state of Oregon, Measure 91 permits anyone over the age of 21 to use marijuana recreationally. Individuals may possess up to 8 ounces of usable marijuana at home and up to one ounce outside the home and it can be consumed on private property. Upon legal consultation, CPM has elected to comply with Federal Law. Federal laws treatment of marijuana differs from State law. Under Federal law, marijuana remains a Schedule I substance under the Controlled Substances Act.**

Therefore, the manufacture, delivery, possession, use, sale, cultivation, production, processing, consuming, ingesting or smoking marijuana, including all parts of the plant Cannabis family Moraceae, including all extracts thereof, is prohibited everywhere and anywhere on the premises, both inside and outside the dwelling unit and on common grounds, if any, to which tenant has access pursuant to the Rental Agreement. This prohibition includes tenant, his or her guests, agents, assigns and/or invitees. A violation of this provision shall be deemed a material breach of the Rental Agreement and grounds for eviction. Tenant shall be liable and responsible for any and all damages concerning or arising out of a breach and/or violation in this provision, including but not limited to, cleaning and deodorizing of the carpet or replacement of the same if necessary, cleaning and deodorizing window coverings and/or replacement of the same if necessary, cleaning and/or painting and sealing the interior walls and ceiling of the premises if the same is necessary and/or any consequential and incidental damages to the premises, common areas if applicable, and to third parties.

**If you have any questions about this, or anything else pertaining to your rental property please call your property manager today.**

**541-672-3434**