

APPLICATION SCREENING PROCESS & GUIDELINES

Application Process:

- We offer application forms to everyone who inquires about a rental.
- We review completed applications in the order in which we receive them.
- We may require up to three (3) business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.
- We have a separate Pet Policy. If you have a pet, please ask for a copy of our pet policy.

Screening Guidelines:

Complete Application

- Each applicant over the age of 18 must submit an individual application.
- We will not accept nor review incomplete applications.
- We will accept the first qualified applicant(s).

Identification

- Applications must provide two pieces of identification. One must include a photograph.

Prior Rental History

- Rental history of two (2) years must be verifiable from unbiased/unrelated sources.
- In the event applicant(s) does not have recent rental history, two (2) years recent payment history for home mortgage may replace rental history.
- Applicant(s) must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicant(s) with qualified co-signer or increased deposits/payments.

Sufficient Income/Resources

- Net household income shall be at least three (3) times the rent (excluding utilities).
- Self-employed applicant(s) must have sufficient resources to support three (3) times the rent (excluding utilities) during the term of the rental/lease agreement.
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

Credit/Criminal/Public Records Check

- Negative reports may result in denial of application.
- Any individual who has been convicted of the illegal manufacture or distribution of a controlled substance, convicted of destruction of property or convicted of a felony may be denied tenancy.

Screening Process

- We determine based on the application whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, a criminal records report and a public records report.



Mountain Oasis Properties Incorporated
P.O. Box 1317
Bend, Oregon 97709
(541) 350-1795 DIRECT – (541) 388-5034 FAX

