

SJT Property Management, Inc.

Application to Rent

Thank you for applying with SJT Property Management, Inc. Completed applications are reviewed in the order in which they are received. All applicants will be charged a \$35.00 non-refundable application screening fee.

- Applications to rent are offered to everyone that inquires about a rental
- Submitting an application does not guarantee approval or take the home off the market for rent from other prospects
- We may take up to 3 business days to approve an application
- Proof of identification i.e. drivers license, military ID or passport etc.
- All applicants must be able to enter into a legal binding contract

Employment and income requirements

- Combined monthly household income of 2.5 times the amount of rent or proof of savings/investments/retirement etc equal to 12 times the amount of rent
- Most current paycheck stub or copies of the past 2 months of bank statements

Rental requirements

- Two years of positive and verifiable rental history, not from immediate family members, with no outstanding balance due ~ or ~
- Two years of positive reporting towards a mortgage
- No unlawful detainers or evictions - FED

Credit requirements

- Bankruptcies, past due debt, slow pays, collections, repossessions, liens, judgments, or wage garnishments may result in the increase of security deposit or the denial of application to rent

Criminal convictions

- Any individual that shows a criminal record may be subject to an increased deposit or the denial of application to rent
- Any individual that may cause a threat to the health or safety of an individual, complex or property may be subject to an increased deposit or the denial of application to rent

Pet Policy and requirements

- Please check with Owner/Agent regarding the acceptance of pets at the dwelling you are applying for residency at. Owners reserves the right to deny approval of any pet or limit the number of pets allowed.

Denial policy

- Any application may be denied for any of the above listed reasons. All denials will receive written notice for reasons of denial. All denied applications may submit a dispute or correction of information within 60 days from the date of denial and request application to be reviewed again.

Increased Deposits

- Any application that does not meet the minimum requirements listed above may be approved with an increased deposit. All deposit increases are due prior to move in.

SJT Property Management, Inc.

Application to Rent

Full Name: _____
First Middle Last

Soc. Sec # ____ - ____ - ____ **Birth date:** ____ - ____ - ____ **Drivers License #** _____ **State** ____.

Full Name: _____
First Middle Last

Soc. Sec # ____ - ____ - ____ **Birth date:** ____ - ____ - ____ **Drivers License #** _____ **State** ____.

List each occupant that will reside in the home: _____

Name: _____	DOB _____	Name: _____	DOB _____
Name: _____	DOB _____	Name: _____	DOB _____
Name: _____	DOB _____	Name: _____	DOB _____

Current Address: _____

_____ \$
City State Zip Date of move in* Rent amount

_____ () _____
Landlord Name Landlord phone number Reason for the move

Previous Address: _____

**** Complete only when applicant has lived in current address less than 2 years ****

_____ \$
City State Zip Date of move in Rent amount

_____ () _____
Landlord Name Landlord phone number Reason for the move

Please answer the following questions – Have you ever:

- *Been evicted? ____ Yes ____ No when: _____
- * Been sued by landlord? ____ Yes ____ No when: _____
- * Filed for bankruptcy? ____ Yes ____ No when: _____
- * Been convicted, plead guilty, or no contest to a crime? ____ Yes ____ No when: _____

- If you answered yes to any of the above questions please refer to the attached application guidelines.

Bank References: Do you have? Checking Savings Other _____

Bank Name: _____

Bank Name: _____

Personal Property : * List all vehicles, RV's, boats, ATV's, trailers or other items as such that will be taken to the property with you upon move in.

#1 _____ #2 _____

#3 _____ #4 _____

Pets * List all pets, indoors and outdoors and their respective age* Acceptance of pets is based on the pet policy for the home. Please ensure that the desired property accepts your type of pet prior to submitting application for verification.

Pet/Breed _____ Age _____ Spayed/Neutered _____

Pet/Breed _____ Age _____ Spayed/Neutered _____

SJT Property Management, Inc.

Application to Rent

Employment / Income Sources * Must show 2 years of employment history*

Current Employer: _____ Since? _____

Managers Name: _____ Managers phone number (____) _____

Job title: _____ Monthly gross pay \$ _____

Previous or 2nd Employer: _____ Since? _____

Managers Name: _____ Managers phone number (____) _____

Job title: _____ Monthly gross pay \$ _____

Additional income sources - Describe source _____ \$ _____

Additional income sources - Describe source _____ \$ _____

Emergency Contact Information * List two contacts not residing with you *

Name: _____ Phone (____) _____

Name: _____ Phone (____) _____

Current contact information:

Home _____ Work _____ Cellular _____

Email _____

Application Screening Charge Disclosure

Applicant is applying for residency at _____

Security Deposit amounts may increase during the application process due to derogatory items found, please refer to application screening guidelines. Applicant understands that a screening fee of \$35.00 per applicant shall be charged and collected prior to processing this application. The screening fee shall be applied towards the application process to obtain information as follows, but is not limited to: Credit history and credit standings, public records, judgments, liens, evictions and collections, personal information verification, criminal records, employment verifications etc.

Applicant understands that they have the right to dispute any information provided to SJT Property Management, Inc. for the purpose of approving this application. Applicant is aware that an incomplete application may delay the process or result in the denial of tenancy. Applicant certifies that the above information is true and correct to the best of the knowledge and hereby authorizes SJT Property Management, Inc. to make any necessary inquiry to verify the above information.

Applicant Signature

Date

Applicant Signature

Date

P O Box 2252 – Bend, OR 97709 ~ Phone: 541-306-8830 ~ Fax: 541-617-4533
www.SJTPropertyManagement.com ~ Sally@SJTPropertyManagement.com

For Office Use ONLY

ID Verification _____ Residency verification _____ Employment verification _____

Credit check _____ Criminal check _____ Eviction check _____

Approved _____ Denied _____ By: _____ Date: _____

Approved with increased deposit _____ New security deposit amount \$ _____