

Date received	unit #	<b>CAMPUS VILLA APARTMENTS RENTAL APPLICATION</b>				Date Unit Wanted	
		APPLICATION FEE <b>\$45 Cash or Money Order</b>				_____ 1 Bedroom _____ 2 Bedroom	
First Name _____ Middle _____ Last _____			Phone Number _____		Date of Birth _____		
E-mail _____		Driver's License # _____ State _____		Social Security Number _____			
Current Address _____		City _____ State _____ Zip _____		Moved in _____	Moved out _____		
Current Landlord or Property Management _____		Why Did You Move? _____			Phone Number _____		
Previous Address / OSU - which dorm _____		City _____ State _____ Zip _____		Moved in _____	Moved out _____		
Previous Landlord or Property Management / OSU-which Dorm _____		Why Did You Move? _____			Phone Number _____		
Previous Address _____		City _____ State _____ Zip _____		Moved in _____	Moved out _____		
Previous Landlord or Property Management / OSU-which Dorm _____		Why Did You Move? _____			Phone Number _____		
Applicants Employment _____			Position _____	How Long? _____	___ Full Time ___ Part Time	Phone Number _____	
Employers Address _____		City _____		State _____	Zip _____		
Applicants Take Home Pay (monthly) _____	Other Income _____	Source of Other Income (Parents, Loans, Grants, Savings....) <i>Please show documentation</i>					
Applicants Previous Employment _____			Position _____	How Long? _____	___ Full Time ___ Part Time	Phone Number _____	
Previous Employers Address _____		City _____		State _____	Zip _____		
Have you ever been evicted or sued by a landlord? ___ Yes ___ No ( If yes, attach a detailed statement/ reason)		Have you ever been convicted, plead guilty, or no contest to a crime? ___ Yes ___ No If yes, attach a written detailed statement with date(s) State(s)			Do you have Renter's Insurance? ___ Yes ___ No		
					Do you have any animals ___ Yes ___ No		
					Do you smoke? ___ Yes ___ No		
In case of Emergency - Relative _____ Relationship _____		Address _____ City, State, Zip _____			Phone Number _____		
Personal Reference (Not a Relative or Roommate) _____		Address _____ City, State, Zip _____			Phone Number _____		
Auto Make _____	Model _____	Year _____	License # _____	State _____	Color _____		

**No marijuana, medical or otherwise, may be grown, stored or consumed on the premise.**  
**No Smoking, Vaping or Hookahs allowed in the Units**

It is the policy of the owner and managers of this property not to discriminate anyone in any respect in the rental of dwellings because of race, color, national origin, religion, sex, disability, or familial status (having children under the age of 18).

*Please initial*

- \_\_\_\_\_ I have read the screening Policies, Procedures & Fees on page 2
- \_\_\_\_\_ I am aware that an incomplete application may cause delays or result in denial of tenancy.
- \_\_\_\_\_ I understand that any false information on this application; your application will be denied.
- \_\_\_\_\_ I understand that if any information supplied on this application is later found false, this is grounds for termination of tenancy.

OTHER Member(s) of the Household	
Name: _____	Age _____
Name: _____	Age _____
Name: _____	Age _____

I certify the above information is correct and complete and hereby authorize you to make any inquires you feel necessary to evaluate my tenancy, criminal history and credit standing.

**Campus Villa Apartments**  
**Manager: Althea Madison 541-754-6851**  
**1445 SW A Ave #2 Corvallis, OR 97333**  
**www. Beaverhousing.net**

## APPLICANT SCREENING POLICES & PROCEDURES

Units Available \_\_\_\_\_

Applications pending \_\_\_\_\_

If left blank, at least one unit is available and no previously accepted application currently under consideration have been accepted.

**Applicant** (Anyone 18 years & over) should read the following to determine if the requirements can be met **before** submitting an application. Applicant shall provide a picture identification at the time of application.

Owner/Agent is requiring payment of an Applicant Screening Charge **\$45 (cash or money order)** none of which is refundable unless the Owner/Agent does not screen the applicant.

### Application Process

- We offer an application form to everyone.
- We review completed applications in the order in which we receive them.
- We may require up to 7 days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of::

- Credit history including credit report
- Public records, including but not limited to judgements, liens, evictions and status of collections accounts
- Current obligations and credit ratings; and/or Criminal records or other information verification
- Criminal History

Applicant has the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. An incomplete application may cause delays or result in denial of tenancy.

Behavior and demeanor during the application process is strongly considered. Incomplete, illegible, inaccurate, falsified information may cause rejection of application.

Applicant shall provide verifiable current and previous 2 year rental and employment history. All sources of employment or non employment shall be verifiable. Stability and the source and the amount of income during the past 2 years is considered. Combined gross income shall be at least 2 times the rent. Insufficient income may result in the denial of your application. Students may be required to provide verification of student loans and other sources of income.

Applicant must provide the information necessary to contact past landlords. We attempt to verify information twice and notify the applicant when the application is processed. If unsuccessful (in either case) we consider the next application.

Credit worthiness may be determined from a credit report. An applicant's credit history should reflect prudent payment history and be free from evictions, judgments, and bankruptcies in last 5 years.

Arrests and convictions may be evaluated. Convictions involving in a crime against another person, drug related, a sex offense, a crime involving financial fraud, or another crime that would adversely affect the property of the landlord or a tenant or the health, safety, or right to the peaceful enjoyment of the premises of residents, the landlord or landlords' agent may be denied.

If you have been previously evicted in the last 5 years, your application will be denied.

If the application is denied in whole or in part on information received from a consumer credit reporting agency, the applicant(s) will be notified, in writing. The name and address of the agency will be provided to allow the applicant(s) to obtain a copy of the report and correct any information.

### Fees Disclosure:

- Late Rent after midnight of the 4<sup>th</sup> - \$50
- Bounced Check Fee - \$35
- Smoke Alarm -Removing or Tampering -\$250
- Lease break fee is rent times one and a half or Actual Damages (lost of rent) at the option of Owner/Agent

Owner/Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year, \$50 for 2<sup>nd</sup> violation and \$50 plus 5% of current rent for subsequent violations.

- Failure to clean up pet waste, garbage, rubbish or other waste fee of \$50
- Parking violation or other improper use of vehicle fee \$50
- Smoking in a clearly designated non-smoking unit or area of the premises fee of \$250
- Unauthorized pet capable of causing damage to persons or property fee of \$250