



**Choice One**  
Property Management

315 Boardman St.  
Medford, OR 97501  
Phone: 541-622-8270  
FAX: 541-622-8264  
www.ChoiceOnePM.com

## RENTAL APPLICATION (R-6-12-24)

**\*\*No Smoking Allowed in ANY Home\*\***

### APPLICATION SCREENING POLICIES AND FEE DISCLOSURES

APPLICATION POLICY - We offer an application to anyone who requests one. We review completed applications in the order in which they are received. We may require 2-5 business days for processing.

APPLICATION REQUIREMENTS: **ONE APPLICATION FOR EACH ADULT.** We do not process incomplete applications. We accept the first qualified applicant. ***Each adult applicant requires a non-refundable processing fee of \$40.00.*** We require a copy of your photo identification.

#### PRIOR RENTAL HISTORY

- \* We require three years' rental history. If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least one previous landlord, we may require additional deposits.
- \* **It is your responsibility** to provide us with the necessary information including phone numbers to contact references.

#### SUFFICIENT INCOME/RESOURCES AND EMPLOYMENT

- \* Net household income should be two and a half to three times the rent amount
- \* Income must be verifiable through pay stubs, employer contact, bank, or tax records
- \* Other income must be verifiable through bank statements or tax records.
- \* We require verifiable employment of two years.

#### CREDIT/CRIMINAL/PUBLIC RECORDS CHECK

- \* A credit check and/or a criminal/public records check will be performed.
- \* Negative reports require additional deposits and may result in denial of application
- \* **SECTION 8 (Housing Works) INFORMATION ACCESS.** Housing Works applicants may be required to sign a form allowing the Housing Authority to verify information from your file.
- \* *Please read your rental agreement carefully, as we take each provision of the agreement quite seriously. Our intention in providing such an agreement is to insure that our tenants are given the best housing we can provide.*

**IF MOVE-IN DATE IS ON OR AFTER THE 17TH OF THE CURRENT MONTH, THE PRO-RATED AMOUNT PLUS NEXT MONTH RENT WILL BE DUE AT MOVE-IN DATE.**



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**Security Deposit Guidelines**

\*Base Deposit = Rent + \$200

\*Pet Deposit is an additional \$300.00 minimum/per pet

**Inadequate Credit/Rental/Employment History**

\*One item = Base Deposit +\$200.00

\*Two items = Base Deposit + \$400.00

\*All three Items = 2 x's rent + \$100.0

**Non-Compliance Fee Schedule (per occurrence)**

- \* Late charge/fee: \$75.00
- \* Dishonored check (NSF): \$35.00 + late fee
- \* Smoke alarm/CO alarm tampering fee: \$250.00
- \* Parking violation: \$50.00
- \* Failure to clean up pet waste or garbage: \$50.00
- \* Unauthorized pet: \$50.00
- \* Late payment of utility owed to owner: \$50.00
- \* Failure to pay utilities: \$50.00
- \* Unauthorized roommate: \$50.00
- \* Smoking violation: \$150.00
- \* Non-removal of satellite dish upon vacating property: \$100.00

**YOUR APPLICATION MAY BE DENIED IF:**

- \* You misrepresent any information on the application and false information is discovered after the rental agreement is signed.
- \* In the past you have been convicted of the manufacturing or distribution of a controlled substance, or any type of crime that could be considered a threat to others.
- \* Previous landlords would be disinclined to rent to you for any other reason pertaining to the behavior of yourself, your pets, or other allowed persons on the property during your tenancy.
- \* Previous landlords would be disinclined to rent to you again for non-payment of rent, late fees, legal costs or damage claims.
- \* You, your roommate(s), your guest(s) or a family member demonstrate aggressive, obnoxious, or objectionable behavior either at a previous residence or to our staff.
- \* In the last five years you have been evicted or caused substantial damage to a rental.

**All properties managed by Choice One Property Management are SMOKE-FREE. No smoking is allowed inside any unit. All smoking debris must be in acceptable containers outside the unit or home.**

**NO MEDICAL MARIJUANA MAY BE GROWN OR CONSUMED ON THE PREMISES WITHOUT THE PRIOR WRITTEN CONSENT OF THE OWNER.**

**ALL TENANTS ARE REQUIRED TO HAVE RENTERS INSURANCE. A COPY OF THE CERTIFICATE WILL NEED TO BE PROVIDED BEFORE OCCUPANCY.**

**I HAVE READ AND AGREE TO THIS STATEMENT OF POLICIES AND PROCEDURES**

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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# RENTAL APPLICATION

Every occupant over the age of 18 **MUST** fill out this application. Please fill this form out **COMPLETELY** and sign where indicated. Also attach cash, money order or cashier's check for the \$40.00 **PER ADULT** application fee. If you have any questions, please contact us directly.

**PROPERTY APPLYING FOR:** \_\_\_\_\_

Tenants Desired Move-in Date: \_\_\_\_\_

## PERSONAL INFORMATION

<b>APPLICANT</b>	FIRST NAME	MIDDLE	LAST	SSN
	DATE OF BIRTH	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED Since _____ <input type="checkbox"/> DIVORCED Since _____		DRIVERS LICENSE # STATE
	HOME PHONE -- --	ALT PHONE -- --	<input type="checkbox"/> CELL <input type="checkbox"/> WORK	E-MAIL

**Rental History: Have you given written notice to your current Landlord?** \_\_\_\_ Yes \_\_\_\_ No

CURRENT HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT
LANDLORD PHONE NUMBER		
PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT
LANDLORD PHONE NUMBER		
PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	LANDLORD NAME
REASON FOR LEAVING	LENGTH OF TIME	AMOUNT OF RENT
LANDLORD PHONE NUMBER		

## EMPLOYMENT/INCOME

<b>APPLICANT</b>	CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK	Current NET Income: \$ _____ ____ weekly ____ bi-weekly ____ monthly
	SUPERVISOR	PHONE	EXT	DATE OF HIRE:
	ADDRESS	CITY/STATE		
	PREVIOUS EMPLOYER	OCCUPATION	Previous Net Income: \$ _____ ____ weekly ____ bi-weekly ____ monthly	
	SUPERVISOR	PHONE	EXT	EMPLOYED FROM _____ TO: _____
	ADDRESS	CITY/STATE		
	REASON FOR LEAVING			



## APPLICANT SCREENING CHARGE DISCLOSURE(S)

I understand that TENANT DATA (TDS, Inc.) will be processing my rental application and may access my credit information from the national repositories. I authorize my references and creditors to release, to TDS, Inc., all information necessary to complete said report. I further authorize my reference and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand TDS, inc., 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 TDS Inc. 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.

- 1) Choice One Property Management (COPM) may obtain a credit report, or a tenant screening report which generally consists of:
  - a) Credit history including credit standing;
  - b) Public records, including but not limited to judgments, liens, **evictions** and status of collection accounts;
  - c) Information verification;
  - d) Current obligations and credit ratings; and
  - e) Criminal records
  
- 2) COPM is requiring payment of an application screening charge of \$40.00 per adult, none of which is refundable, regardless of outcome.
  
- 3) Applicant authorizes CHOICE ONE PROPERTY MANAGEMENT to contact past and present landlords, employees, creditors, credit bureaus, any other sources deemed necessary to investigate applicant. 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 the report.
  
- 4) All information is true, accurate and complete to the best of applicant's knowledge. COPM reserves the right to disqualify tenant if information is not as represented. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.
  
- 5) I understand that an incomplete application may cause delays or result in denial of tenancy.

X \_\_\_\_\_  
 Applicant Signature Date

### HOW DID YOU HEAR ABOUT US?

_____ Signage	_____ Newspaper	_____ Referral	_____ Website
_____ Walk-in	_____ Phone-in	_____ Drive-By	_____ Other



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**FOR OFFICE USE ONLY:** Rent \$ \_\_\_\_\_ Rent amount x 2.5 = \$ \_\_\_\_\_ Applicant's Income: \$ \_\_\_\_\_

Qualify?    Yes    No            Approx Move-In Date: \_\_\_\_\_

Photo ID \_\_\_\_\_ Type: \_\_\_\_\_ Base Deposit: \$ \_\_\_\_\_ Additional Deposit Required?: \$ \_\_\_\_\_

Additional Notes: \_\_\_\_\_

**Items needed:**

<input type="checkbox"/>	Application fee of \$40.00/person
<input type="checkbox"/>	Photo ID Received
<input type="checkbox"/>	Photo of Pet, (If applicable)
<input type="checkbox"/>	Last 3 pay stubs
<input type="checkbox"/>	All signatures completed?
<input type="checkbox"/>	Landlord numbers provided?
<input type="checkbox"/>	Date Received: _____ Time Received: _____ by Choice One Property Management