

# Centerpointe Property Management LLC Rental Applications and Screening Criteria

(Follow the below instructions while completing the application or we will not process it.)

Centerpointe Property Management is an equal housing property management company. 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 discriminate, however, on the basis of how one pays the rent, obeys laws, handles professional relationships, treats neighbors and takes care of 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 acceptations.

**Requirements:**

1. There is a \$25 per adult non-refundable fee, which covers the cost of application and obtaining credit report.
2. Each adult (18 years of age and older) must submit a separate Rental Applications, unless applicants are married.
3. Must be at least 18 years of age or older, unless legally emancipated or a parent of their own child.
4. A 10% placement fee will be assessed at move in.
5. Two forms of ID, one must have picture.
6. Within 24 hours of approval, a rental agreement must be signed and rents and deposit received or we will need to get a signed deposit to hold agreement signed and the deposit in full. We can only hold a property for approximately seven days.
7. We obtain a credit report on each application. Negative credit alone may not disqualify you, however, unpaid utility bills, unpaid liens, judgments or collections accounts may cause your application to be denied or we will require a double deposit and/or co-signer.
8. To qualify you must make at least 2.5 times the rental amount. Please provide 3 months worth of paystubs.
9. Permanent employment of at least six months at the same job is preferred.
10. Persons with 66% debt or more will be denied.
11. Five consecutive years of rental history is needed with no gaps in dates.
12. We do not rent properties to more than two persons who are not related.
13. We do not rent to anyone who has been evicted.
14. Please provide us with any and all violations including, felonies, misdemeanors, DUII, traffic, etc. Failing to disclose any violations will result in an automatic denial.
15. In properties that allow pets we require a deposit of \$500 per dog and \$300 per cat. We will not rent to persons owning "Guard Dog" breeds – Pit Bull, Rottweiler, Doberman, German Shepherd, Akita, etc.
16. This application must be completed in its entirety. Failure to complete entire application may delay processing or result in a denial of the application.
17. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.

I have read and understood the screening criteria above:

\_\_\_\_\_

\_\_\_\_\_

**Official Use ONLY**

Date Received: \_\_\_\_\_ Property: \_\_\_\_\_  
Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_ Application #: \_\_\_\_\_ Pets: \_\_\_\_\_

## Rental History

List all the addresses where you have lived during the past 5 years in order with no gaps in dates.

\_\_\_\_\_  
First Middle Last

\_\_\_\_\_  
Birth Date Social Security No. Driver's License No.

\_\_\_\_\_  
First (Spouse) Middle Last

\_\_\_\_\_  
Birth Date (Spouse) Social Security No. (Spouse) Driver's License No.

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\_\_\_\_\_  
Current Address City State Zip

\_\_\_\_\_  
Mailing Address (if different) City State Zip

\_\_\_\_\_  
Rent Amount Landlords Name Phone (required) Relationship

\_\_\_\_\_  
Move In Date Move Out Date Owned or Rented

\_\_\_\_\_  
Previous Address City State Zip

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\_\_\_\_\_  
Previous Address City State Zip

\_\_\_\_\_  
Rent Amount Landlords Name Phone (required) Related Y/N

\_\_\_\_\_  
Move In Date Move Out Date Owned or Rented

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\_\_\_\_\_  
Previous Address City State Zip

\_\_\_\_\_  
Rent Amount Landlords Name Phone (required) Related Y/N

\_\_\_\_\_  
Move In Date Move Out Date Owned or Rented

List other addresses and landlord information necessary to complete your five year history on another page or on the back of applications.

## Personal Information

Employer: _____	Phone: _____
Address: _____	Position: _____
Date Employed _____	Monthly Take Home: _____
Other Income: _____	

Employer: _____	Phone: _____
Address: _____	Position: _____
Date Employed _____	Monthly Take Home: _____
Other Income: _____	

**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: _____

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

1) Name: _____	Birthday: _____
2) Name: _____	Birthday: _____
3) Name: _____	Birthday: _____
4) Name: _____	Birthday: _____
5) Name: _____	Birthday: _____
6) Name: _____	Birthday: _____
7) Name: _____	Birthday: _____

House keeping & yard skills?  Meticulous  Clean but comfortable  Messy-not filthy  Needs improvement

Do you own a vacuum cleaner?  Yes  No    Lawn mower?  Yes  No

Does anyone who will occupy the premises smoke?  Yes  No

Has anyone who will occupy the premises ever (Yes or No):

Been evicted? \_\_\_\_\_    Sued by a landlord? \_\_\_\_\_    Refused to pay rent when due? \_\_\_\_\_

Filed Bankruptcy? \_\_\_\_\_ If yes when? \_\_\_\_\_    Have any felonies, misdemeanors, DUII, or traffic violations? Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

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

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

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

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

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

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

Applicant SS#: \_\_\_\_\_ Applicant Date of Birth: \_\_\_\_\_

Spouse SS#: \_\_\_\_\_ Spouse Date of Birth: \_\_\_\_\_

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

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

Applicants Phone # \_\_\_\_\_

Business Requesting Report: CENTERPOINTE PROPERTY MGMT

Ordered By \_\_\_\_\_ (541) 672-3434 DO NOT FAX BACK 98817  
Phone Number Fax Number Account Number

IMPORTANT: IF APPLICANT'S ARE NOT MARRIED, SEPARATE APPLICATIONS MUST BE FILLED OUT

Please select the type of report you require by checking the appropriate box

**SILVER REPORT**

Credit Report

**GOLD REPORT**Credit Report, Felony & Misdemeanor  
Check, Eviction Check -**PLATINUM REPORT**Credit Report, Eviction Check  
Felony & Misdemeanor Check  
Rent Verification, Verification of Employment**ADDITIONAL REPORT OPTIONS**

	Three Bureau Credit Report
	Check Verification
	Additional State - Criminal
	State(s): _____
	Additional State - Eviction
	State(s): _____
	Landlord Verification
	County Search
	Employment Verification