



TENANT SCREENING GUIDELINES

Bertolucci Management Inc.

2385 Liberty St. NE

Salem, OR 97301

Phone: 503-585-2848 **Fax:** 503-371-7888

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We provide screening guidelines with all of our applications. Applicant is expected to review the screening guidelines to determine if the requirements can be met. We have tried to list the guidelines by which we evaluate rental applications. Completely filling out the application is the first step in becoming a successful applicant.

Application: Everyone 18 years and older must submit an application, provide proof of income and photo ID. Each applicant shall pay a non-refundable \$40.00 application fee (must be check or money order only – NO CASH).

Identification: Applicant must provide valid photo identification. Identification must be US government issued. Acceptable forms include United States Passport, State issued drivers license, and State issued identification card. School IDs, employee IDs, expired licenses, expired passports and expired ID cards will not be accepted. Foreign government IDs are not accepted.

Verification of Income/Employment: Applicant must show stable and reliable source of income. It shall be the obligation of the applicant to provide proof of income through:

- Current pay stub.
- If self employed, last two years of tax returns and current P/L statement.
- If retired, current pension statement, social security statement, or other supporting documentation and proof of most current deposit.
- If receiving public assistance or food stamps (and wish it to be considered), social security, SSI or SSD, must provide copies of current award letters and proof of most current deposit.
- If receiving child support or alimony (and wish it to be considered), provide copies of current court awards and, proof of most current deposit.

Rent to Income Ratio: The combined total gross income of all applicants must be at least 3 times the amount of the monthly rent.

Credit and Criminal History: We will check your credit and criminal history through a credit/criminal reporting agency. Poorly rated credit below 620 or no credit, unpaid liens, outstanding judgments or collections may be a cause for your application to be denied. We will not rent to you if we can't get a credit report. Criminal history pertaining to financial fraud, person to person, sex offenses, or drug related convictions will be grounds for denial. Pending charges may be grounds for denial. Evictions within the last five years of the application date are grounds for denial. If you would like to explain your credit or criminal background, do so on the space provided on the application.

Demeanor and behavior: The behavior and demeanor of applicants during the application process will be considered.

Rental History: We require two years of verifiable and positive rental history.

Any Information provided that is incomplete, inaccurate, or falsified, shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information.

Occupancy: We will allow only so many people to live in the unit. The application must clearly state who (names and dates of birth are required) will be living there. Our general rule is that no more than two persons per bedroom plus one additional person for the entire unit are allowed in a given unit, but the rule may differ depending on the space and configuration in a given rental unit.

Smoking: No smoking of any kind in any unit. This includes marijuana for medicinal and recreational purposes. No growing, storing, or consumption of marijuana on the property without written consent of owner/agent.

Pet Policy: Accepted upon approval of Management. Some units do not accept pets.

- 2 Pet limit
- 20lbs limit
- \$300.00 - \$500.00 increased security deposit per pet
- \$15.00 - \$50.00 monthly pet rent per pet
- Over a year old
- Proof of up to date shots, licensed, and photo will be required

Exceptions: We do make exceptions. Exceptional income stability and reliability are highly valuable. In some cases, if you are unable to meet one of our guidelines, we may consider increasing the security deposit; or in rare circumstances a co-signer to compensate for not meeting our criteria. The co-signer must own property in the state of Oregon. The co-signers application will be processed and have to follow the same guidelines as stated above.

Applicant Checklist:

- Proof of income
- Filled out and signed application
- Application Fee (no cash)
- Copy of photo identification
- Photo of animal, license and vaccination records

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL SUPPORTING DOCUMENTS

BERTOLUCCI MANAGEMENT, INC.
2385 Liberty St. NE
Salem, OR 97301
Office 503-585-2848
Fax: 503-371-7888

RENTAL APPLICATION OFFICE USE ONLY

ATTACHED: PROOF OF INCOME: Y / N COPY OF LICENSE: Y / N
APP-DATE: _____ MOVE-IN DATE: _____
ADDRESS # _____
RENT: \$ _____ PET: \$ _____ UTILITY: \$ _____ = \$ _____
SECURITY DEPOSIT: \$ _____

TERMS:
6 ML _____
M-M _____
12 ML _____

Deposits may increase depending on screening and other factors.

PERSONAL INFORMATION:

Applicant Full Name: _____ Email: _____ Cell Phone () _____ - _____
S.S. # _____ - _____ - _____ Birth Date: ____/____/____ Driver's License, # & State _____
1) Current Address: _____ City: _____ State: _____ Zip: _____
Since: ____/____/____ Why are you moving? _____
Current Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____
2) Previous Address: _____ City: _____ State: _____ Zip: _____
From ____/____/____ to ____/____/____ Why did you move? _____
Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____
3) Previous Address: _____ City: _____ State: _____ Zip: _____
From ____/____/____ to ____/____/____ Why did you move? _____
Previous Landlord: _____ Rent Amount \$ _____ Telephone: () _____ - _____

EMPLOYMENT/INCOME:

1) Applicant's Employer: _____ How Long? _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Supervisor's Title: _____ Telephone () _____ - _____
Job Title: _____ Gross Pay (per month): \$ _____ () Full-Time () Part Time
2) Previous Employer: _____ How Long? _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Supervisor's Title: _____ Telephone () _____ - _____
Job Title: _____ Gross Pay (per month): \$ _____ () Full-Time () Part Time
3) Previous Employer: _____ How Long? _____
Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Supervisor's Title: _____ Telephone () _____ - _____
Job Title: _____ Gross Pay (per month): \$ _____ () Full-Time () Part Time
Other Income (per month) \$ _____ Source: _____ Telephone () _____ - _____
Other Income (per month) \$ _____ Source: _____ Telephone () _____ - _____

Have you ever: Been Evicted? () YES () NO: Been sued by Landlord? () Yes () No: Filed Bankruptcy? () Yes () No; Been convicted, pleaded guilty, or no contest to a crime? () Yes () No; If yes to any of these, please explain:

REFERENCES:

1) Next of Kin: _____ Telephone: () _____ - _____
 Name Address Relationship

2) Emergency Contact: _____ Telephone: () _____ - _____
 Name Address Relationship

PERSONAL PROPERTY:

1) Automobile: Make _____ Model: _____ Year: _____ License # _____ State : _____ Color: _____
 2) Automobile: Make _____ Model: _____ Year: _____ License # _____ State : _____ Color: _____
 3) Other Vehicles/Boats _____ Model: _____ Year: _____ License # _____ State : _____ Color: _____

Do you own the following: Piano/Organ? () Yes () No Water-filled furniture? () Yes () No Fish Tank or Aquarium? () Yes () No
 Do you have any Pets/Animals? () Yes () No (If yes, list all pets; dogs, cats, birds, reptiles, etc. Pet/Animal Type: _____ Pet/Animal Name: _____ Pet/Animal weight: _____ Age of Pet/Animal: _____
 Pet/Animal Type: _____ Pet/Animal Name: _____ Pet/Animal weight: _____ Age of Pet/Animal: _____
Make sure the unit you are applying for accepts pets.

Pets Accepted upon Management Approval. Breed and size restrictions apply. Increased deposits and rent apply.

Application will not be accepted without proof of vaccination, license, and photo of all animals.

Other occupants (Under 18 yrs old) that will be living within the property:

Name	Date of Birth	Name	Date of Birth	Name	Date of Birth
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APPLICANT’S COMMENTS & EXPLANATION: _____

APPLICANTS SCREENING CHARGE DISCLOSURES:

Owner/Agent may obtain a tenant screening or credit 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

Owner/Agent is requiring payment of an Applicant Screening Charge \$40.00 per person, none of which is refundable unless the Owner/Agent does not screen the applicant.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit report agency. I am aware that an incomplete application may cause delays or results in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquires you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent Screening Guidelines.

RENT, DEPOSIT, AND FEE are subject to change before the rental agreement is executed.

Owner/Agent may charge the following:

- 1) Late Charge of \$75.00.
- 2) Dishonored check fee of \$35 plus amount charged by bank
- 3) Key Replacement Fee of \$7.00.
- 4) Lockout Fee of \$35.00.
- 5) Smoke alarm and carbon monoxide alarm tampering fee of \$250.00.
- 6) Maintenance and repair fee of \$50.00 per hour labor + parts.
- 7) Eviction Fee of \$250.00 for each trip necessary related to the action in addition to filing fees, prevailing party fees, and attorney fees.
- 8) Owner/Agent may charge a fee for keeping on the premises an unauthorized pet capable of causing damage, that is not removed within 48 hours of written warning notice. Fee not to exceed \$250 per violation.
- 9) Owner/Agent may charge a fee for smoking/vaping in a clearly designated non-smoking/vaping unit or area of the premises. Fee may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of written warning notice. Fee not to exceed \$250 per violation.
- 10) Owner/Agent may charge the following non-compliance fees after first giving a written warning notice of initial violation if noncompliance occurs within one year: \$50 fee for 2nd violation, and \$50 plus 5% of current rent for each subsequent violation.
- 11) Failure to clean up animal waste, garbage, rubbish or other waste.
- 12) Parking violation or other improper use of vehicle.
- 13) Early termination of lease fee not to exceed 1-1/2 times the monthly rent or actual Damages at the option of Owner/Agent

Applicant

Date



**EQUAL HOUSING
OPPORTUNITY**

We Do Business in Accordance With the Federal Fair Housing Law

(The Fair Housing Amendments Act of 1988)

**It is illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots ■ In the provision of real estate brokerage services
- In advertising the sale or rental of housing ■ In the appraisal of housing
- In the financing of housing ■ Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**