



20814 Terrango Ave #13. Bend, OR 97701
Phone: 541-312-0007 Fax: 541-317-5884
Visit us on the web at: www.empirevillage.net

APPLICATION SCREENING GUIDELINES

PLEASE COMPLETE THE ENTIRE APPLICATION AND RETURN TO OUR OFFICE WITH A \$30.00 APPLICANT SCREENING CHARGE PER PERSON 18 YEARS AND OVER. ONCE THE APPLICATION IS APPROVED, WE REQUIRE THE IMMEDIATE PAYMENT OF THE DEPOSIT TO HOLD THE UNIT. IF FOR ANY REASON THE TENANT FAILS TO RENT THE UNIT, THE DEPOSIT IS NON-REFUNDABLE. IF PAYMENT IS NOT RECEIVED WITH IN 24 HOURS, WE WILL CONTINUE TO MARKET THE UNIT FOR RENT. NO SMOKING IN ANY UNITS.

APPLICATION PROCESS:

- We offer application forms to everyone who inquires about a rental.
- We review completed applications in the order they are received.
- We may require up to 3 business days to verify the information on the application.
- If we are unable to verify the information on the application, the application may be denied.
- We determine based on the application whether the applicant meets our screening guidelines.
- We verify income and resources.
- We contact all current and previous landlords, please provide these numbers.
- We obtain and credit report, criminal records report and public records report.

SCREENING GUIDELINES:

- We will not review incomplete applications.
- We will accept the first qualified applicant(s)
- **A note about pets: if you are a pet owner and the unit you are applying for states “pets considered” a non-refundable pet fee of \$150.00 for cats is required and \$250.00 fee or dogs is required. We have a size and breed restrictions and do NOT allow pets under 1 years of age. Pets must be 25 pounds and under and check with management to see if your breed is accepted. A copy of current vaccinations is required at the signing of the lease.**

- If your demeanor, your manners, and behavior during the application process are overly aggressive, confrontational, rude, unprofessional or otherwise indicative of someone who won't get along with us or neighbors, we reserve the right to reject your application.

IDENTIFICATION:

- Applicant must show 2 pieces of identification, one must include a photograph.

PRIOR RENTAL HISTORY:

- Rental history of 3 years must be verified from an unbiased/unrelated source.
- Applicant must provide us with the information necessary to contact past landlords, We reserve the right to deny an application if after making a good faith effort we are unable to verify prior rental history.
- Exceptions may be made with an increased deposit and /or co-signer

SUFFICIENT INCOME/RESOURCES:

- Net household income shall be at least 2 ½ times the rent (excluding utilities).
- Income/resources must be verified through a pay stub, employer contact, current tax records, and/or bank statements. If self employed you must attach proof of income.
- Verified employment of at least 5 years.

CREDIT/CRIMINAL/PUBLIC RECORDS CHECK:

- Negative reports may result in a denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacturing/distribution of a controlled substance, theft, dishonesty, assault, intimidation, weapon charge or any felony/misdemeanor may be denied tenancy.