



BENNETT MANAGEMENT COMPANY, LLC
Rental Application

Date
Time
Property #
Unit #

Property Name
Resident
Resident
Occupants
M/M
Lease
From
To
Date of Rental Agreement
Move In
Date Rent Paid: From
To

Resident Initials
Manager Initials
DISCLOSURE OF FEES
Late Rent
NSF
Lease Break Fee
Smoke Alarm / CO Tampering Fee
Other

Table with columns: Base Rent, Add'l Charges, Scheduled Full Monthly Rate, Charges, Paid, Due. Includes handwritten note '2 picture id's' and a fee of '\$35'.

PLEASE PRINT

Name
Current Address
City
State
Zip
Phone
Social Security #
Date of Birth
Driver License #
State
Current Landlord
Phone
How Long
Prior Address
City
State
How Long
Prior Landlord
Phone
Present Occupation
Employer
Monthly Income
How Long
Employer Address
City
State
Phone
If less than 1 year at current job
Prior Occupation
Employer
Phone
Monthly Income
How Long
No. of Occupants
List Names & Dates of Birth
In case of emergency you should contact: (Someone outside of household)
Name
Relationship
Phone
Address
City
State
Zip
Have you ever been convicted of a crime?
Has another person who will be occupying this unit ever been convicted of, pleaded guilty, or no contest to any felony or misdemeanor?

Bennett Management Company, LLC is authorized to contact references referred to in this rental application, and to obtain a consumer credit report in considering the credit worthiness of applicant. Illegal or misstated information can be grounds for denial of application.

APPLICANT SIGNATURE
APPLICANT SIGNATURE
Date

FOR OFFICE USE ONLY

Date Notice Given
Planned Move Out Date
Mgr. Initials
Date



**BENNETT MANAGEMENT COMPANY, LLC  
APPLICATION SCREENING CRITERIA**

**I. OCCUPANCY STANDARDS**

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within the premises that is used primarily for sleeping consisting of a door and a secondary exit such as another door or a window.
2. Only two persons are allowed per bedroom.
3. An exception to the two persons per bedroom standard is that a child, under the age of two, will be allowed as a third occupant of a single bedroom, provided that the child is staying with his/her parent or other adult(s) having legal custody of the child.

**II. APPLICATION PROCESS**

1. All applications will be considered in the order of time/date received.
2. Complete the Application for Rental, in its entirety, sign and date.
3. Pay the non-refundable Application Screening Fee of \$35.00 per adult, \$15.00 for each Co-signer. The Application Screening Fee is the cost of processing the Application. Screening entails verification that individual applicants meet the requirements listed below. This fee must be paid in full before the screening process can begin.
4. Bennett Management Company, LLC (BMC) will make every reasonable effort to notify you of the results of your screening within three (3) business days.
5. If the Application is approved and you accept the available unit, you will be required to, within 72 hours: a) pay your security deposit and cleaning fees to reserve this unit and b) sign the Rental Agreement.
6. The non-refundable Applicant Screening Fee will be retained by BMC, regardless of the results of the screening.

**III. GENERAL REQUIREMENTS**

1. Two pieces of positive identification will be required: a) Either a Driver's License, State ID Card, or current Passport, and b) a Social Security Card, or other form of identification. We will make copies of your ID for your file if we have a copy machine available, if not then you must provide these copies.
2. A complete and accurate Application will be required. Incomplete Applications will not be processed.
3. Each legal applicant will be required to qualify individually.
4. Unfavorable information for any individual applicant may result in denial of all Applications for the household.
5. BMC requires applicants to qualify in the following five areas: 1) Credit, 2) Criminal History, 3) Rental or Mortgage History, 4) Employment 5) Income.
6. Security deposits and cleaning fees must be paid by cashier's check or money order. First month's rent may be paid by personal check.

**IV. INCOME REQUIREMENTS**

1. Gross monthly household income should be at least three (3) times the stated monthly rent.
2. Current paycheck stubs will be required if we are unable to verify income over the phone.
3. Some form of verifiable income will be required for unemployed applicants. Verifiable income may be, but is not limited to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security Benefits, Unemployment, Public Assistance and Grants/Loans. This income must total three times the monthly rent equal to six months of rent.
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.
5. Application will automatically be denied when source of income cannot be verified

**V. EMPLOYMENT REQUIREMENTS**

1. Current verifiable employment of at least one (1) continuous year will be required. Should current employment be less than one (1) year, it will be necessary to obtain information about previous employment.
2. Self-employed applicants will be verified through a copy of the most recent tax return.

**VI. RENTAL HISTORY REQUIREMENTS**

1. One (1) year of positive verifiable rental history from a third party landlord is required.
2. Home ownership will be verified through the credit report. Mortgage payments must be current to reflect a positive payment history.
3. Home ownership negotiated through land sale contract must be verified through the contract holder.
4. Five (5) years of eviction free rental history will be required
5. All addresses on the credit report will be questioned and evaluated.
6. **Negative rental history does not qualify for conditional approval.**

## **VII. CREDIT REQUIREMENTS**

1. Positive credit history will be required.
2. Outstanding bad debt exceeding \$1,000 on a credit bureau (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgement & wage garnishment programs) will require **Conditional Approval**.
3. Medical debt excluded, no more than ten (10) unpaid collections, small claims, or judgments will be allowed without **Conditional Approval**.
4. Credit items warranting an automatic denial of application include:
  - a) A previous eviction or judgment filed by a Property Management Company or previous landlord within the last five (5) years.
  - b) Bankruptcies filed within one year from the application will be denied. Open bankruptcies will be denied. Credit that is so extremely poor that financial mismanagement continues after bankruptcy will be denied.
  - c) Any foreclosure of a home, including a manufactured home, within five years of application.
  - d) Unverifiable social security number.
  - e) False name, social security number, employment, etc. that is discovered in the screening of Application.
  - f) Multiple bad debts exceeding \$15,000 on the credit file will be grounds for denial of the application.
  - g) **Any findings under #4 are not eligible for Conditional Approval.**

## **VIII. CRIMINAL BACKGROUND REQUIREMENTS**

1. A conviction or convictions for any felony or misdemeanor involving theft, dishonesty, assault, intimidation, drug-related or weapons charge, obscenity or related violations, sex crimes or child sex crimes is reason for rejection of the rental application.
2. Any individual whose tenancy may constitute a direct threat to the health or safety of the public or other tenants, or whose tenancy may result in substantial physical damage to the property of others will be denied tenancy.
3. **Any findings under this section are not eligible for Conditional Approval.**

## **IX. CONDITIONAL APPLICATION APPROVAL**

Because of special circumstances, some applicants do not meet 100% of the criteria for an Unconditional Approval to rent. The Applicant may lack one of the four areas of the qualification requirements, but be strongly qualified in the other three. Therefore, the following procedures have been established for these situations. Certain situations are not eligible for Conditional Approval. Those items are indicated in the applicable sections above.

- Payment of an additional security deposit, equal to one month's rent or obtain a qualified Co-signer.

The Co-signer must also meet a list of criteria as follows:

- The Co-signer must meet the same Credit and Employment History as required for the Applicant.
- The Co-signer should have a gross monthly income of five (5) times the monthly rent amount. The Co-signer must live in the United States.
- The Co-Signer must also sign the Bennett Management Company, LLC Guaranty Agreement. The Co-signer must understand that should the Applicant default on the rental payments and/or damage the unit, BMC will look to both the Co-signer and the tenant for compensation.

**ABUSIVE OR NEGATIVE BEHAVIOR TOWARDS ANY BENNETT MANAGEMENT COMPANY, LLC EMPLOYEE WILL BE GROUNDS FOR IMMEDIATE DENIAL OF YOUR APPLICATION.**

## **X. REJECTION POLICY**

If your application is denied, you will be notified at the address or phone number provided on the application. You have the right to dispute the accuracy of any information provided to the landlord by a credit-reporting agency. If your application is rejected due to unfavorable credit information received during the screening process, you may contact Transunion to identify who is reporting unfavorable information.

Transunion, PO Box 1000, Chester PA 19022  
1-800-888-4213

If you desire a copy of the report, contact the credit-reporting agency at the address and telephone number provided. If the information provided to the landlord was incorrect, you may choose to correct the information and request the credit reporting agency to provide the corrected information to the landlord. Upon receipt of the corrected and satisfactory information, your application will be evaluated again for the next available apartment.

**If you feel that your application has been evaluated incorrectly please feel free to write to Bennett Management Company, LLC at the following address: Bennett Management Company, LLC, Attn.: Property Manager, PO Box 10342, Eugene, OR 97440**