



A REAL ESTATE MANAGEMENT COMPANY

PO. Box 961, Seaside OR 97138
(503)738-5488 \* Fax: (503)-738-7160
1-888-916-RENT (7368) Toll Free
cpsmanagement.com

RESIDENTIAL RENTAL APPLICATION
One per Applicant Please Print Clearly

Property you are applying for \_\_\_\_\_

Rent \_\_\_\_\_ Requested Date for Move in \_\_\_\_\_

1. Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Present Address: \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

DOB: \_\_\_\_\_ SS # \_\_\_\_\_ DL # \_\_\_\_\_

2. Present Landlord \_\_\_\_\_ Their Phone # \_\_\_\_\_

Landlord Address: \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Dates you lived there: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Previous Address \_\_\_\_\_ Their Phone # \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Dates you lived there: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

4. Have you ever been evicted, sued for nonpayment of rent, or breached a lease (if so, explain)? \_\_\_\_\_

5. Have you ever been convicted of a felony (if so, explain)? \_\_\_\_\_

6. Full names, birthdates, & Social Security Numbers of all individuals (including children) who will be occupying premises:

Table with 3 columns: Name, Date of Birth, SS#. Multiple rows for listing individuals.

**7. Present Employer** \_\_\_\_\_ Phone \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Gross Monthly Salary \_\_\_\_\_ Date of Employment \_\_\_\_\_

**8. Other Income**, if any (specify source) \_\_\_\_\_

**9. Is Credit History of Applicant(s)** Combined \_\_\_\_\_ or Separate? \_\_\_\_\_

**10. List all outstanding debts:**

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

Creditor \_\_\_\_\_

Monthly Payments \_\_\_\_\_ Account Balance \_\_\_\_\_

\*\*\*\*If you need more room, please list on separate paper.

**11. Automobiles:**

Your Driver License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

(1) Make/Model \_\_\_\_\_ Year \_\_\_\_\_

Plate \_\_\_\_\_ State \_\_\_\_\_

(2) Make/Model \_\_\_\_\_ Year \_\_\_\_\_

Plate \_\_\_\_\_ State \_\_\_\_\_

**12. Do you have pets?** No \_\_\_\_\_ Yes (describe) \_\_\_\_\_

**13. Do you intend to use:** Waterbed \_\_\_\_\_ Musical Instrument \_\_\_\_\_ Aquarium? \_\_\_\_\_

**14. Do you have renter's insurance?** \_\_\_\_\_

**Release of Information**

This is the application packet for:

**Applicant Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

I certify that the information in this packet is true and complete. I authorize the verification of this information by contacting any or all individuals and financial institutions listed. I understand that this is not a lease or an offer to rent. No binding obligation of any kind exists between the owner and myself unless and until a lease is signed.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**NO PERSON SHALL BE DENIED THE RIGHT TO RENT OUR PROPERTY BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN OR ANCESTRY.**

Thank you,

CPS Management Co.

## **Rental Application Instructions**

- ◆ Please read through the *ENTIRE* application packet before filling out any paperwork.
- ◆ Please write clearly and neatly. Complete **all** sections, read, sign and date in the space provided on the release of information sheet. ***FAILURE TO COMPLETE AND ANSWER ALL SECTIONS CORRECTLY MAY RESULT IN A DENIAL OF APPLICATION.***
- ◆ On Release of Information Sheet: All applicants must be listed and sign in the space provided. This will be faxed to others to help verify your information.
- ◆ On Application: Each applicant must fill out a separate application. If the information is the same, you may indicate this in the blank(s).
- ◆ Please remember when turning in application:
  - All applications must be submitted in person, as receipt for ***SCREENING FEE*** (\$35 per applicant) must be issued. Applicant's ***PICTURE ID*** must be verified.
  - Our office is located at **3643 Hwy 101 N in Gearhart**. Please ***call*** our office at ***503-738-5488*** to ***confirm a time*** when personnel are in the office to receive the application.

Thank You!



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## Rent Payment Policy

Payment of rent must be made by check (personal or bank issued) or money order. We do not accept cash for rent, charges, or fees. Payment of rent may be made in person at our office or by mail to our Post Office Box. Office hours are 1 p.m. to 5 p.m., Monday through Thursday and 9 a.m. to 1 p.m. on Fridays. There is a slot in the front door of our office at 3643 Hwy 101 N. Gearhart, so that payments may be made at any hour. **No cash will be accepted, at all.**

Rent is due on the day listed on a tenant's rental agreement. We will accept rent before that date. Law allows a four-day period for payment. It is considered late on the fifth day after due, and late charges will apply, as listed on tenant's rental agreement or lease. If rent is not paid by the eighth day after due date a 72 Hour Notice of Non-Payment of Rent will be issued. Rent is credited on the day received in our office, not by date on check, date mailed, or postmarked on envelope. Date received. Please contact us if you intend on being late. **We cannot accept post-dated checks.**

Any check tendered to us that is returned for Non-Sufficient Funds (NSF) is subject to a Returned Check Fee, as listed in tenant's rental agreement or lease. Once a check is returned to us we will not resubmit it to a bank. A tenant must immediately cover the amount of the returned check with money order, or cashier's check, plus a payment to us of the NSF fee. If the NSF check was for rent, then rent is not considered paid until the entire amount of monthly rent has been received in our office, and late fees will apply. We will accept personal checks after the first NSF check episode has been settled, however, a second NSF check episode will require all future payments made to us be only with money order, or cashier's check. We will not accept personal checks after second NSF check. Please keep in mind it is a criminal offense to knowingly tender a check over \$100 that will not clear a bank.

We understand that occasionally a need arises for a tenant to make a partial payment of rent, with the balance to be paid at a later date. We would appreciate a tenant in that situation to make contact with us, before rent is late, to make those arrangements. Our policy is that a partial payment of 50% or more of monthly rent will only be accepted, with the balance due no later that halfway through the rent period. Late fees for the entire rent amount will apply until rent is paid in full. A tenant that wishes to make partial payment of rent must come into our office to complete the necessary form. Partial rent mailed or delivered will be returned if a tenant does not complete our Partial Payment of Rent Form.

Please contact us if you will be having difficulty paying rent on time or in full. Open communication is the best course.

CPS Management Co.

## ***SCREENING CRITERIA***

- All persons 18 years of age and older are required to complete an application.
- All applications submitted must be accompanied by a \$35.00 fee which covers the cost of applicant screening and is non-refundable. Acceptance or Denial may take up to 7 days.
- All applications must be submitted in person and all applicants must show picture ID at time of applying.
- Credit worthiness may be determined from a credit report.
- All sources of income will be verified. If employer charges for wage verification, applicant will be responsible for the charge in addition to application fee.
- Recipients of housing assistance must know the approved monthly assistance amount for property for which they applying, and include that itemized amount as income on rental application.
- All current and previous Landlord references will be verified. If former residence was a relative, the landlord may require a co-signer. If a cosigner is required, such individual(s) will also be required to meet the screening criteria and make application.
- If the applicant's housing during the past five years has included home ownership, proof of ownership must be provided and mortgage payment history shall be considered.
- A criminal background check will be performed and considered.
- To submit an application, applicants must have a combined income of at least three times the amount of monthly rent.
- To be approved combined applicants must meet debt to income ratio of no more than 49%.
- Only accepted applicants shall be listed on rental agreements and allowed to reside on premises. If any one or more of combined applicants for a rental unit is denied then entire request for the unit will be denied to all applicants of said combined application.
- Applicants understand and accept that 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.
- Accepted applicants will be required to carry Renters Insurance, with Landlord named as Interested Party for confirmation purposes.