

# John L. Scott<sup>®</sup>

## PROPERTY MANAGEMENT

1124 Cornucopia St. NW ~ Salem, OR 97304 (503) 588-7069

### TENANT SCREENING CRITERIA

The applicant-screening fee is a non-refundable \$35.00 per adult, (18 or older). Incomplete, inaccurate or falsified information may be grounds for denial or termination of the rental agreement upon discovery.

### APPLICATION

The application should contain sufficient information to determine if the applicant meets the basic qualifications of:

- a. steady, reliable source of income for at least (2) years
- b. must have good rental references from previous Landlords for at least (2) years
- c. gross monthly income must be at least 2 times the rent amount
- d. a credit and criminal background check will be completed on each adult applicant

### SELECTION PROCESS GUIDELINES

**RENTAL HISTORY:** A verifiable positive rental history of at least (2) years is required and include:

- timely rent payments
- compliance with Rules and Regulations
- evidence of no evictions
- evidence of non-disruptive or destructive behavior
- acceptable housekeeping habits

If the applicant does not fully qualify on rental, credit or employment, an additional deposit may be required.

**STABILITY OF RESIDENCE OR EMPLOYMENT:** A history of frequent moving or instability of employment lends the application subject to review and possible denial. If self-employed, must provide a copy of your last tax return.

**CREDIT HISTORY:** A positive credit history is required but delinquent accounts, judgments and charge-off accounts will be taken into consideration. Repossessions or Bankruptcies within the last (2) years will disqualify an applicant if poor credit history continues after filing. F.E.D.'s (evictions) will result in denial of application.

**BEHAVIOR AND CONDUCT:** Any applicant who has been convicted of any drug or sex related crime, burglary, robbery, vandalism or aggravated assault of other crimes against persons or property would not be accepted.

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

**HOUSEKEEPING AND CARE:** A positive reference to the willingness to maintain the home in a clean and sanitary manner and refrain from damaging the property.

**COSIGNER:** Is required if the applicant does not meet the required criteria. Qualifications are: income at least (4) times amount of rent, (2) years of excellent rental/homeowner history and (2) years flawless credit report.

REFERENCES FROM RELATIVES ARE NOT ACCEPTABLE

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This property is professionally managed by John L. Scott Property Management.**

All Equal Opportunity Housing regulations and Fair Housing laws observed.