3H MANAGEMENT GROUP P. O. BOX 271 SILVERTON, OR 97381 PHONE: 503-873-3592

APPLICATION SCREENING PROCESS

APPLICATION PROCESS

- We offer application forms to everyone who requests them.
- Each adult must submit an application along with a fee of \$50.00.
- We review **completed** applications in the order they are received.
- An incomplete application and/or, one without the required fee will not be processed.
- If we are unable to verify information on the application, the application will be denied.
- We will review the applications as quickly as possible.
- We will accept the most qualified applicant(s).
- All properties are non-smoking.
- The Tenant(s) must maintain, in force, his/her own Renter's Insurance.
- 3H Management Group must be named as "Additional Insured" on the Renter's Insurance Policy and proof of same provided to 3H Management Group.

SCREENING GUIDELINES

IDENTIFICATION

• Applicants must provide a copy of **two pieces** of identification. One must include a photograph.

SCREENING PROCESS

- We determine, based on the application information, whether the applicant meets our screening guidelines.
- We verify all income resources.
- We check with current and previous landlords.
- We obtain credit reports, criminal records, and public reports.

PRIOR RENTAL HISTORY

- Rental history of a minimum five years/maximum ten years must be verified from unbiased/unrelated sources.
- Roommates must have two years prior rental history together, or provide additional deposits.
- Applicants must provide information necessary to contact past landlords. This information should have no gaps.
- We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.

INCOME/RESOURCES

- Net household income shall be at least three times the rent (excluding utilities).
- Income and resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.

CREDIT/CRIMINAL/PUBLIC RECORDS

- Any Individual having been evicted, convicted of the use, illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
- Any negative reports may result in denial of an application.

EXCEPTIONS MAY BE MADE FOR APPLICANTS WITH QUALIFIED CO-SIGNERS OR INCREASED DEPOSITS.

RENTAL APPLICATION

3H MANAGEMENT GROUP				F	Phone: 503-8	373-3592	
P. O. Box 271							
Silverton, OR 97381							
Property Address:				N	love-In Date	Requested: _	//
Monthly Rent:	Security Deposits:	Ot	her Deposits:		Applicat	ion Fees:	
APPLICANT INFORMATION							
Full Name:	Р	hone:	Alternate F	Phone:	Em	nail:	
First Mid							
Mailing Address:			S.S	. #		Birth Date:	
Current Address:		City:		State:	Zip:	Since:	11
Why are you moving:		_ Current Landlo	ord:		Те	ephone No:	
NOTE: WE NEED A MINIMUM 5	YEARS OF RENTAL HISTORY	. THIS INFORMAT	TION SHOULD HA	VE NO GAPS.	IF NECESSARY	, PLEASE INCLU	
ADDRESSES ON A SEPARATE SHEE							
Previous Address:			City:		State:	Zip:	
From:// to/_/	Rent/Mortgage Paid:	Why c	lid vou move:				
Previous Landlord:							
Previous Address:			Citv		State [,]	7in [.]	
From: _/_/ to _/_/	Why did you move:	Dro	vious Landlord:			P	
Have you ever been?		FIE	vious Lanuloiu.		Pin	ine No	
EvictedYesNo; Sued	by a Landlord Voc	No: Filed Pa	nkruntov V				
Been convicted, plead guilty, o							
Been convicted, plead guilty, o	i no contest to a crime f	es,	, if yes to any of	these, pleas	e explain.		
Does anyone smoke? Yes	No; Do you have re	enters' insurance	e? <u>Y</u> es	_No			
EMPLOYMENT/INCOME		Howlong	Job Title:	Talan	hanai		
Current Employer: Supervisor:	Tales Hama Day (no.	HOW LONG ! _					
						anhanai	
If less than one year: Previous			How Long?			ephone:	
Supervisor:			Full Time I				
Other Income (Per Month) \$ _	Sourc		Telephone N	NO:			
PERSONAL REFERENCES							
Next of Kin:			Telephone No:				
Name	Address			Rela	tionship:		
Emergency Contact:			_Telephone No:	:			
Other Contact:			_Telephone No.				
PERSONAL PROPERTY	\vee / \rightarrow .						
Automobile: Make:	Model:	Year	License #	Sta	ate_		
Automobile: Make:	Model:	Year	License #	Sta	ate		
Other Vehicles/Boats	Model						
Do you own the following: Piar						um? Yes	No
PET #1: Type: Size:							
Has Pet ever injured anyone of							
MEMBERS OF HOUSEHOLD							
List all persons that will occupy	, the property for which y	ou are applying	. No other pers	ons may resi	de there unl	ess they are li	sted.
Name:			ame:	,			
Name:	DOB		ame:		DOB:		-
							-

I certify that I have received a copy of The Tenant Screening Guidelines and read them. I also certify that the information I have provided on this application is true and correct and I authorize 3H Management Group to contact all creditors and references listed on this application and further authorize them to get current public credit report(s). I further acknowledge that the **\$50.00 screening/application fee per adult applicant** is non-refundable unless the application is not considered or processed.

Applicant is advised that incomplete, inaccurate or falsified information contained in this application shall be grounds for immediate denial. If discovered after approval and subsequent move-in, it shall be grounds for immediate termination of the rental agreement and forfeiture of all security deposits.

RENTAL APPLICATION

3H MANAGEMENT GROU	P			Phone:	503-873-3592	
P. O. Box 271						
Silverton, OR 97381						
Property Address:				Move-In	Date Requested: _	_//
Monthly Rent:	Security Deposits:	(Other Deposits:	Ар	plication Fees:	
APPLICANT INFORMATION						
Full Name:	F	Phone:	Alternate Phon	e:	Email:	$\langle \rangle$
	ddle Last					
Mailing Address:			S.S. #		Birth Date:	
Current Address:			:Sta			
Why are you moving:						
NOTE: WE NEED A MINIMUM	5 YEARS OF RENTAL HISTOR	Y. THIS INFORM	IATION SHOULD HAVE NO	O GAPS. IF NECE	SSARY, PLEASE INCLU	
ADDRESSES ON A SEPARATE SHI						
Previous Address:			City:	Stat	e: Zip:	
Previous Address: From:// to//	Rent/Mortgage Paid:	Why	y did you move:			
Previous Landlord:	Phone No:					
Previous Address:			City:	Stat	e: Zip:	
From:// to//	Why did you move:	Р	revious Landlord:		Phone No:	
Have you ever been?						
EvictedYesNo; Sue	d by a Landlord Yes	No: Filed E	Bankruptcy Yes	No		
			; if yes to any of thes		in:	
been convicted, plead guilty,						
Does anyone smoke?Ye		enters' insurar	nce? Yes No			
Does anyone smoke? Ye		enters' insurar	nce? Yes No			
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