

**Oregon West Management, LLC**

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**APPLICATION SCREENING POLICIES****APPLICATION PROCESS**

- We offer application forms to everyone who inquires about the rental
- We review completed applications in the order in which we receive them.
- We may need up to two business days to verify information an application
- If we are unable to verify information on an application, the application may be denied.

**APPLICANT SCREENING PROCESS****Complete Application**

- Unless joint applicants are married, each must submit an individual application.
- Pay the applicable non-refundable screening charge of \$20 per applicant and \$10.00 per co-signer.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

**Identification**

- Applicants must show two pieces of identification. One must have a photograph.

**Prior Rental History**

- Rental history of one year must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny any application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers and/or increased deposits/payments.
- Applicants must not have any prior rental evictions because of lease violations.

**Sufficient Income/Resources**

- Net household income shall be at least 2.5 times the rent excluding utilities.
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment of one year.
- Debt to income ratio in excess of 30% may result in denial of application.

**Credit/Eviction/Criminal/Public Records Check**

- A credit check, eviction check and criminal/public records check will be performed.
- Negative reports may result in denial of application
- A conviction for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drug-related, sexual related or weapons charges shall be grounds for denial of the rental application.

If your application is denied due to unfavorable information received on the Background Investigation, you may: 1) Contact the credit reporting agency to identify who is reporting unfavorable information. 2) Correct any incorrect information through the credit-reporting agency as per their policy. 3) Request the credit-reporting agency submit a corrected credit check to screening company. 4) Upon receipt of corrected and satisfactory information, your application will be re-evaluated for the next available unit.

Be Advised: 1) Incomplete, inaccurate or falsified information will be grounds for denial. 2) Any applicant currently using illegal drugs or reporting a conviction by any court of competent jurisdiction for illegal manufacture or distribution of a controlled substance shall be denied. 3) An individual whose tenancy may constitute a direct threat to the health and safety of an individual, or whose tenancy may pose a threat to the community, or the property of others, will be denied.

**Fees Disclosure – The following is a list of the types and amounts of fees that Oregon West Management may charge in the event you are late with rent, tamper with your smoke detector, or your check is returned for insufficient funds:**

- **Late Charge of \$ 50.00**
- **Smoke alarm tampering fine of \$ 250.00**
- **Dishonored check fee of \$ 25.00**

