

Jim McNeeley Real Estate & Property Management, Inc.



1519 SW Marlow Avenue Portland, OR 97225
Office 503.292.8125 Fax 503.292.4597 www.mcneeley.com

Dear Applicant,

Thank you for applying for a rental home with Jim McNeeley Real Estate & Property Management, Inc. We would like to take a minute to go over some of our policies and procedures as well as discuss deposits and fees with you to ensure a good understanding of what you can expect from us as your potential future landlord.

Upon renting a home with us we collect a security deposit and a full month's rent, regardless of the day that you take possession of the home. Your second month will be pro-rated to the number of days that you had possession in the previous month. For example, if you move in on January 13 you will pay a full month's rent and security deposit by that date and would pay for 19 days of pro-rated rent on February 1. Pro-rated rent is determined by the amount of one month's rent X 12 months / 365 days X the number of days in the first month that you will be occupying the property. **Your security deposit and first month's rent must be paid by certified funds such as a money order or cashier's check. Personal checks and cash will NOT be accepted.**

Security deposits will be returned to you via mail within 31 days of the end of your tenancy minus any monies owed to us and the costs of any cleaning or repair work which needs to be done.

Rent is due to our office on the first of each month and late after the fifth. Late fees are typically \$100.00 per occurrence. Some of these fees and policies may differ due to decisions made by individual owners or special circumstances.

It is the tenant's responsibility to put the utilities into their name for which they are responsible before their move in date and to have them taken out of their name by the move out date.

When you return your application to us, please be sure to include a non-refundable \$40.00 application fee per adult. We also need a copy of an ID for all adults applying as well as income verification (paycheck stub, etc.). We have also included a copy of our applicant screening criteria. If you have any questions what-so-ever feel free to give us a call. Again, thank you for applying for a rental home with us!

Jim McNeeley Real Estate & Property Management

Application check list:

4 pages of application, signed Copies of IDs \$40 Application fee per adult Income verification

I have read and fully understand the above information provided to me by Jim McNeeley Real Estate & Property Management, Inc.

Signature

Date

Signature

Date

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At Jim McNeeley Real Estate, we are committed to selecting tenants in a fair and equitable manner regardless of race, color, age, religion, sex, national origin, disability or familiar status. If any applicant needs assistance, known as “reasonable accommodation” in the application process, please advise the agent.

1. IDENTIFICATION- Applicants shall provide picture identification at the time of application(s).
2. APPLICATION PROCESS- Applicant is urged to review the screening criteria to determine if requirements can be met. Each applicant 18 or older shall submit a complete application and pay a \$40 per adult application fee. Acceptance or denial of the application may take up to 7 days.
3. RENT TO INCOME RATIO- Combined gross income of all applicants shall be three times the rent.
4. SOURCE OF INCOME- All sources of employment and employment income shall be legally obtained and verifiable. At the time of the application it shall be the obligation of the applicant to provide proof of income through tax returns, investment reports or other financial data, pay stubs or employer verification. Stability of the source and amount of income during the past five years may be considered.
5. HOUSING REFERENCES- The applicant(s) shall provide information necessary to verify current and previous rental history for the past year. Information obtained from those related by blood or marriage may require compliance with the variance policy. If the applicant’s housing during the past five years has included home ownership, mortgage payment history shall be considered.
6. CREDIT WORTHINESS- Credit worthiness may be determined from a credit report which should reflect prudent payment history. Applicant(s) history should be free of evictions, judgments, collections, and bankruptcies. A valid explanation may be considered if provided by the applicant(s).
7. LIMITATIONS- Occupancy may not exceed two persons (over 2 years old) per bedroom. Smoking is prohibited in the unit. In certain properties, parking may be limited. Pets may or may not be permitted, dependent on the owner/agent.
8. ARRESTS AND CONVICTIONS- Arrest and /or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individual or could result in physical damage to the premises will be denied.
9. Demeanor and Behavior- The behavior and demeanor of applicants during the application process will be considered.
10. INCOMPLETE, INACCURATE OR FALSIFIED INFORMATION- Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.
11. SMOKING – Smoking is not allowed in any of our rental properties. Some properties may not allow smoking on the premises at all, including outside and inside the unit. Ask management for details.
12. ACCEPTANCE OF PROPERTY - If the application is approved, applicants will have 24 hours from the time of notification to confirm acceptance of property. Applicants will have 48 hours from the time of notification to either execute a rental agreement and make all deposits required there under or make a deposit to hold the unit and execute a reservation deposit agreement which will provide for the forfeiture of the deposit if applicants fail to occupy the unit. If applicants fail to timely take the steps required above, they will be deemed to have refused the unit and the next application for the unit will be processed.

VARIANCE POLICY

Failure to meet the screening criteria as stated may be grounds for:

1. Denial of the application
2. If a cosigner is accepted, such individuals will also be required to meet the screening criteria, and/or
3. Payment of an additional deposit and/or modification of terms of paying deposit.

I have read and fully understand the above information provided to me by Jim McNeeley Real Estate & Property Management, Inc.

Signature

Date

Application to Rent from Jim McNeeley Real Estate & Property Management, Inc.

(In the event of co-tenants other than spouse or anyone 18 yrs of age + use separate application)

Co-signer W/ Current Tenant Move in Special Other

Copy of ID: Manager: _____ App Fee: \$40 per applicant

PROPERTY INFORMATION

PROPERTY ADDRESS FOR WHICH YOU ARE APPLYING:	Unit Rent: \$	Anticipated move-in date:	Have you given legal notice where you currently live?
Non-compliance fee \$50 for: 1 – Late payment of utility, 2 – Failure to clean pet waste, 3 – Failure to clean garbage/rubbish, 4 – Parking violations or improper use of vehicles	Smoke alarm/Carbon Monoxide alarm tampering fee: \$250	Security Deposit: Minimum to be \$100 less than rent amount Maximum to be up to 4x's rent amount	How did you hear about our property?

PERSONAL INFORMATION

PROPERTY ADDRESS FOR WHICH YOU ARE APPLYING:		States and counties in which you have lived as an adult: (If more than one applicant clarify which belongs to who):		
HOME PHONE NUMBER:	MOBILE PHONE NUMBER:	ALTERNATE PHONE NUMBER:		
APPLICANT'S Last Name	First	Middle	Birthdate	Driver's License # and State
SOCIAL SECURITY #				
SPOUSE'S Last Name	First	Middle	Birthdate	Driver's License # and State
SOCIAL SECURITY #				
Names and birthdates of other occupants			Do you have a waterbed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have waterbed insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type/Breed/Quantity/Description of pet(s):			

CURRENT RESIDENCE

APPLICANT'S ADDRESS				
Present Street Address (include apt #)	City	State	Zip	
Why are you vacating your current residence?	Monthly Payment \$	Move-In Date ____ Mo. ____ Yr.	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	E-mail Address
Name of <input type="checkbox"/> Present Landlord <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apartment Community <input type="checkbox"/> Other(Specify)	Landlord Day Phone ()		Landlord Night Phone ()	

PREVIOUS RESIDENCES (Include rental history through the last 6 years. Use a separate piece of paper if needed.)

APPLICANT'S Previous Street Address (include apt #)	City	State	Zip	Move-In Date ____ Mo. ____ Yr.	Move-Out Date ____ Mo. ____ Yr.	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	Monthly Payment \$
Name of <input type="checkbox"/> Previous Landlord <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apartment Community <input type="checkbox"/> Other(Specify)	Landlord Day Phone ()		Landlord Night Phone ()				
Reason for vacating property:							
APPLICANT'S Previous Street Address (include apt #)	City	State	Zip	Move-In Date ____ Mo. ____ Yr.	Move-Out Date ____ Mo. ____ Yr.	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	Monthly Payment \$
Name of <input type="checkbox"/> Previous Landlord <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apartment Community <input type="checkbox"/> Other(Specify)	Landlord Day Phone ()		Landlord Night Phone ()				
Reason for vacating property:							

SPOUSE'S Previous Street Address (include apt #)	City	State	Zip	Move-In Date ____ Mo. ____ Yr.	Move-Out Date ____ Mo. ____ Yr.	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	Monthly Payment \$
Name of <input type="checkbox"/> Previous Landlord <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apartment Community <input type="checkbox"/> Other(Specify)	Landlord Day Phone ()		Landlord Night Phone ()				
Reason for vacating property:							
SPOUSE'S Previous Street Address (include apt #)	City	State	Zip	Move-In Date ____ Mo. ____ Yr.	Move-Out Date ____ Mo. ____ Yr.	<input type="checkbox"/> OWN <input type="checkbox"/> RENT	Monthly Payment \$
Name of <input type="checkbox"/> Previous Landlord <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apartment Community <input type="checkbox"/> Other(Specify)	Landlord Day Phone ()		Landlord Night Phone ()				
Reason for vacating property:							

