



TABLE ROCK DEVELOPMENT, LLC

Property Management Services
P.O. Box 505, Jacksonville, OR 97530

Phone: 541-310-6563
Email: tablerockdev@yahoo.com

APPLICATION TO RENT

Screening disclosures and rental criteria

OWNER/AGENT USE - COMPLETE WHEN APPLICATION IS RECEIVED

Property address: _____ Unit: _____

Date received: _____ Time: _____

Approx. available units of this type/area: _____ Applications ahead of this one: ☐ A.M. ☐ P.M.

Photo ID reviewed: ☐ Yes ☐ No Copy attached/on file: ☐ Yes ☐ No Expiration: _____

ID type: _____ Issued by/state: _____ ID number: _____

HOW APPLICATIONS ARE HANDLED

- An application is available to every prospective renter. Each person age 18 or older who will occupy the home must submit a separate, signed and dated application.
- Completed applications are considered in the order received. Verification may take as long as seven business days. An incomplete application will not be screened until the missing information is supplied.
- Applicants must present two reliable forms of identification; at least one must show a photograph. Identification alternatives permitted by Oregon law will be accepted.
- The first applicant or applicant group that meets the stated criteria will be offered the available unit, subject to final approval and completion of the move-in requirements.

EQUAL HOUSING POLICY

Table Rock Development, LLC follows federal, Oregon, and applicable local fair-housing laws. Applications are evaluated consistently without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, familial status, source of income, or any other legally protected status.

SCREENING STANDARDS

Rental history

- At least three years of satisfactory rental history must be verified through independent, unrelated sources. The applicant must provide enough information for us to contact prior housing providers.
- An eviction case will not be considered if it was dismissed, decided for the applicant, entered five or more years before the application, or based on claims arising during Oregon's protected COVID-19 period (April 1, 2020 through February 28, 2022).

Income and resources

- Combined household gross income must equal at least two times the monthly rent, excluding utilities, unless a different standard is shown in writing for the property.
- Income or resources must be verifiable. Examples include pay records, employer verification, benefit or award letters, support payments, public or housing assistance, tax records, and bank statements.

Credit

- Creditworthiness may be reviewed through a consumer credit report or other reliable documentation. We may ask for a credit report dated within the prior 30 days. Late payments, collections, judgments, overall debt, or a pending bankruptcy may affect the decision, except information that Oregon law prohibits us from considering.



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Additional screening terms, charges, and approval process

CRIMINAL HISTORY AND INDIVIDUAL REVIEW

- Only criminal convictions or qualifying pending charges that Oregon law allows a housing provider to consider may be reviewed. This can include certain drug-related crimes, person crimes, sex offenses, financial-fraud crimes, and other conduct that could reasonably affect property, health, safety, or the peaceful enjoyment of the premises.
- We do not consider conduct that is no longer illegal in Oregon, marijuana use or possession alone, medical-marijuana status, or a pending charge while the applicant is participating in a diversion, conditional discharge, or deferred-judgment program.
- Any relevant criminal history is assessed individually. Factors may include the type and seriousness of the conduct, how many incidents occurred, the time that has passed, the applicant's age at the time, and evidence of rehabilitation or other mitigating circumstances.
- Applicants may submit documents or a written explanation that correct, explain, or reduce the significance of information that could otherwise lead to denial. There is no separate internal appeal process, but supplemental information received before the decision will be considered.
- If we cannot verify material information after a reasonable, good-faith effort, or if the application does not satisfy the stated standards, the application may be denied. A larger deposit or qualified co-signer may be considered when permitted by law and approved by the owner/agent.

Providing materially false, incomplete, or misleading information may result in denial or other action allowed by Oregon law.

RENT, DEPOSITS, INSURANCE, AND SCREENING CHARGE

Monthly rent: \$ _____ Security deposit: \$ _____ Other deposit: \$ _____

The stated rent and deposits may be changed by written agreement before the rental agreement is signed. A deposit may be increased, when lawful, if an approved applicant does not fully meet one or more screening standards.

- ☐ Renter's liability insurance is required. Minimum coverage: \$100,000; owner/agent must be listed as an interested party.

Insurance requirements are subject to ORS 90.222, including applicable income-based exceptions. The owner must maintain property insurance and provide proof upon request when renter's insurance is required.

- ☐ Applicant screening charge required: \$50.00

The charge covers screening costs and is not refundable once screening is performed. Only one screening charge may be collected from an applicant within a 60-day period for properties owned or managed by us. A receipt and screening confirmation will be provided. If the unit is filled before screening, or screening is not conducted after a written withdrawal, the charge will be refunded within 30 days as required by law.

CHARGES THAT MAY APPEAR IN THE RENTAL AGREEMENT

- Late-rent charge: \$100.00, but never more than the amount permitted by law and the signed rental agreement. Dishonored-payment fee: \$35.00 plus the amount charged by the financial institution.
- Smoke or carbon-monoxide alarm tampering: up to \$250. Early lease termination: up to one and one-half times the monthly rent, or actual damages, as selected in the rental agreement and allowed by law.
- After a written warning, a repeated violation involving animal waste, garbage, rubbish, other waste, parking, or improper vehicle use may result in a \$50 second-violation fee and \$50 plus 5% of current rent for later violations within one year, when authorized by law.
- A repeat unauthorized-pet violation may be charged up to \$250 per occurrence after the legally required warning period. A repeat smoking or vaping violation in a clearly designated nonsmoking area may be charged up to \$250 per occurrence after the legally required warning period.
- Move-in or move-out assessments charged to the owner/agent by a homeowners or condominium association may be passed through when permitted by law. Current association move fee, if any: \$ _____ per _____.
- For a locking mailbox, the tenant is responsible for postal-service rekeying charges if no key is provided or the mailbox was not rekeyed between tenancies.

APPROVAL AND ACCEPTANCE

- A written decision will generally be issued after evaluation is complete. If denied, the applicant will receive a written reason within the period required by Oregon law and an explanation addressing timely supplemental information.
- An approved applicant must sign and return the deposit-to-hold agreement. If signed from outside the area, notarization and prompt delivery of the original may be required. Failure to return required documents within two business days may cause the offer to be withdrawn.
- Within 14 business days after approval, the applicant must sign the rental agreement, pay all amounts due, and take possession if the unit is ready. If it is not ready, the applicant must pay the security deposit and sign the deposit-to-hold agreement within that period. Failure to do so will be treated as declining the unit.
- Rent begins the day after the deposit-to-hold is received or when the unit becomes move-in ready, whichever is later. Required utilities must be placed in the tenant's name by the scheduled move-in date. Required original co-signer documents must be delivered before possession is released, although rent may still accrue from the scheduled date.
- This application may be used for properties owned or managed by Table Rock Development, LLC for 60 days from the submission date.



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RENTAL APPLICATION

Personal information and housing history - one form per adult

PROPERTY REQUESTED

Property address: _____ Unit: _____
Desired move-in date: _____ Monthly rent: \$ _____ Lease term: _____

APPLICANT INFORMATION

Legal name: _____ Preferred name: _____
Phone: _____ Mobile/alternate: _____
Email: _____ Birth date: _____
Social Security number (optional): _____ Other ID offered: _____
A Social Security number is not required if the applicant agrees to provide identification permitted by Oregon law. Immigration or citizenship status is not requested or considered.
Driver's license or ID - state: _____ Number: _____

CURRENT RESIDENCE

Street address: _____ Unit: _____
City: _____ State: _____ ZIP: _____
Date moved in: _____ Monthly rent: \$ _____ Reason for moving: _____
Landlord/property manager: _____ Phone: _____

PREVIOUS RESIDENCE 1

Street address: _____ Unit: _____
City: _____ State: _____ ZIP: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Landlord/property manager: _____ Phone: _____

PREVIOUS RESIDENCE 2

Street address: _____ Unit: _____
City: _____ State: _____ ZIP: _____
From: _____ To: _____ Monthly rent: \$ _____
Reason for leaving: _____
Landlord/property manager: _____ Phone: _____

RENTAL AND CREDIT QUESTIONS

☐ Have you been evicted? Yes No ☐ Have you been sued by a landlord? Yes No
☐ Have you filed bankruptcy? Yes No ☐ Criminal conviction or qualifying pending charge? Yes No
If you answered yes, provide dates and an explanation. You may also attach documents or other supplemental information.



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RENTAL APPLICATION

Employment, income, property, household, and references

EMPLOYMENT AND INCOME

Current employer: _____ How long: _____
Supervisor/contact: _____ Phone: _____
Job title: _____ Monthly take-home pay: \$ _____ ☐ Full-time ☐ Part-time
Previous employer: _____ How long: _____
Supervisor/contact: _____ Phone: _____
Job title: _____ Monthly take-home pay: \$ _____ ☐ Full-time ☐ Part-time
Other monthly income/resources: \$ _____ Source: _____ Phone: _____
Other monthly income/resources: \$ _____ Source: _____ Phone: _____

VEHICLES AND OTHER PERSONAL PROPERTY

Vehicle 1 - make/model: _____ Year: _____ License/state: _____
Vehicle 2 - make/model: _____ Year: _____ License/state: _____
Other vehicle/boat: _____ Year: _____ License/state: _____
☐ Trampoline: Yes / No ☐ Water-filled furniture: Yes / No ☐ Aquarium: Yes / No

ANIMALS THAT WILL LIVE IN THE HOME

Animal 1 - type: _____ Size: _____ Weight: _____ Injury/property damage history: _____
Animal 2 - type: _____ Size: _____ Weight: _____ Injury/property damage history: _____

Do not list a service animal or assistance animal as a pet. Reasonable-accommodation requests are handled separately under fair-housing law.

BANKING INFORMATION

Bank/credit union 1: _____ Branch: _____ Checking account number: _____
Bank/credit union 2: _____ Branch: _____ Savings account number: _____
Other institution: _____ Branch: _____ Account type/number: _____

PAST-DUE OBLIGATIONS OR COLLECTION ACCOUNTS

List outstanding past-due payment obligations or collection accounts. Do not include information that Oregon law prohibits a landlord from considering.

OTHER MEMBERS OF THE HOUSEHOLD

For identification purposes, list every other person who will occupy the unit and give either age or date of birth.

Name: _____ Age/date of birth: _____
Name: _____ Age/date of birth: _____
Name: _____ Age/date of birth: _____

REFERENCES AND EMERGENCY CONTACT

Relative: _____ Phone: _____
Emergency contact: _____ Phone: _____
Personal reference: _____ Phone: _____



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INFORMATION RELEASE AND APPLICANT CERTIFICATION

Authorization to verify the rental application

INFORMATION REQUESTED BY

Owner/agent/company: _____ Contact: _____
Mailing address/P.O. Box: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

INFORMATION REQUESTED FOR

Applicant name: _____ Phone: _____
Email: _____ Mobile/alternate: _____

APPLICANT AUTHORIZATION

I certify that the information in this application and any attachments is complete and accurate to the best of my knowledge. I authorize Table Rock Development, LLC, the property owner, and their authorized screening providers to make reasonable inquiries needed to evaluate this application. Those inquiries may include rental history, employment and income verification, references, public records, a consumer credit report, and a tenant-screening report, subject to applicable law.

If an applicant screening charge applies, I acknowledge that I received or reviewed the written screening standards, process, nondiscrimination policy, property charges, insurance information, and refund rights before paying the charge.

I understand that I may dispute inaccurate information supplied by a screening company, consumer reporting agency, financial institution, employer, housing provider, reference, or other source. I may submit a written explanation or supporting documents for consideration before a final decision is made.

Applicant printed name: _____

Applicant signature: _____ Date: _____

☐ Employer questionnaire attached

☐ Rental-history questionnaire attached

SUPPLEMENTAL INFORMATION FROM APPLICANT

Use this space to explain circumstances, correct information, provide context, or identify supporting documents you want considered during screening.

INFORMATION PROVIDED BY THIRD PARTY

Company (if applicable): _____
Name: _____ Title: _____
Phone: _____ Email: _____
Signature: _____ Date: _____

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I received a complete copy of this five-page application, including the screening disclosures and authorization.

Applicant initials: _____ Date: _____ Property/unit: _____