

Pacific Village Apartments

3033 Gateway Street

Springfield, OR 97477

Ph. 541.726.8895

Fax. 541.741.3462

***APPLICATION PROCESS**

All applicants are screened separately.

A full investigation will be completed.

***APPLICATION FEES**

\$40.00 applicant fee per adult in the form of a money order, this is non-refundable.

***SECURITY DEPOSIT**

Equal to one month rent

***PETS**

\$400 refundable additional deposit for the 1st Pet. \$250 additional deposit for the 2nd pet. Limit of 2 pets per apartment,

***UTILITY FEE (monthly)**

\$40 for 1 bedroom

\$50 for 2 bedroom

Water, Sewer, Garbage

PET RENTAL (monthly)

\$10 per pet monthly

APARTMENTS with W/D hookups

\$25 per month extra

One Bedroom & Studios

Studio 450sq ft. **w/s/g**

12 month leases at \$850-900 + \$40

1 Bedroom Large 700sq ft. **w/s/g**

12 month leases at \$995-\$1,145 + 40

Two Bedrooms

2 Bedroom Small 765sq ft. **w/s/g**

12 month leases at \$1,075-\$1,140 + \$50

2 Bedroom Large 800sq ft. **w/s/g**

12 month leases at \$1,195-\$1,250 + \$50

Kathleen Kelly & Associates

Rental Criteria

Visit us at
WWW.PACIFICVILLAGEAPARTMENTS.COM
For
availabilitys, specials
and more!

1. Occupancy Policy

- A. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space that is used primarily within the premises for sleeping, with at least one window and a closet space for clothing.
- B. Two adults per bedroom per unit will be allowed.
- C. Number of children is determined based on state regulations of male or female and ages.

2. Application Process

- A. Complete the application on the designated form.
- B. All adults must provide valid I.D. with a signature or your application will be rejected.
- C. Expired I.D. will not be accepted
- D. Pay your non-refundable credit/screening fee. \$40.00 per adult (money order or cashier's check).
- E. The verification process will be completed within 3-4 business days.
- F. Once your application is approved, any and all advance deposits will be applied to the refundable security deposit at the time of move in.
- G. If you cancel prior to moving in, your deposit **will not** be refunded.

3. Disabled Accessibility

Pacific Village allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. We require:

- a. The applicant to obtain the landlords approval before making modifications.
- b. Reasonable assurance (in writing) that the work will be performed in a workman like manner.
- c. Reasonable details regarding the extent of the work to be done.
- d. Names of qualified contractors to be used.
- e. Appropriate building permits and required licenses made available for inspection by the landlord.

4. General Requirements

- a. Current, positive identification with a picture and signature will be required. (No EXCEPTION!)
- b. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. (Incomplete applications will be returned to the applicant.)
- c. Each applicant will be required to qualify individually.
- d. Primary applicants must be able to enter a legal and binding contract.

5. Income Requirements

- a. Monthly income should equal 3 times the monthly rent.
- b. Current paycheck stub(s) will be required to verify one month's income.
- c. Verifiable income may mean, but not limit to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Welfare, Grants/Loans. If this information is not available, you will automatically be denied.
- d. Self-employed applicants will be required to show proof of income through copies of previous year's tax return.
- e. You will be denied if your source of income cannot be verified.

6. Employment Requirements

- a. Six months of verifiable employment will be required.
- b. Self-employed applicants will be verified through the State. A recorded business name or corporation filing will be sufficient to meet employment requirements.

7. Rental Requirements

- a. 1 year of verifiable rental history from a third party landlord is required.
- b. Home ownership will be verified through the county tax assessor's office. Mortgage payments must be current.
- c. Home ownership negotiated through a land sale contract must be verified through the contract holder.
- d. Eviction free rental history will be required.
- e. Owing any rental property money will be denied.
- f. Rental history reflecting damage will be denied.
- g. Rental history demonstrating documented noise or other disturbances will be denied.
- h. Any felony convictions can result in a denial as determined on a case-by-case basis, depending on the number, nature, date and severity of the crime(s) of conviction as well as additional mitigating information since that date last conviction.

8. Credit Requirements

- a. Good credit is desirable but not mandatory
- b. Outstanding bad credit (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgements and wage garnishments) reported on the credit report will result in higher security/cleaning deposit.
- c. Any collections for Springfield Utility Board must be paid before move in date. NO EXCEPTIONS.

9. Rejection Policy

- a. Contact the company that supplied the information to discuss the application.
- b. Request the credit reporting agency to submit a corrected credit check to the appropriate screening company.
- c. Upon Receipt of the corrected information, your application will be reevaluated for the next available unit.

BE ADVISED: APPLICATION FEE IS NON-REFUNDABLE

- a. Incomplete, inaccurate or falsified information will be grounds for denial.
- b. Any applicant currently using illegal drugs or reporting a conviction by any court of competent jurisdiction for illegal manufacturing or distribution of a controlled substance shall be denied.
- c. Any individual, who may constitute a direct threat to the health and safety of an individual, or whose tenancy may pose a threat to the complex, or to the property of others, will be denied.

PETS POLICIES, FEES & DEPOSITS:

Up to two indoor pets (cats & dogs) are allowed per apartment with the additional deposits listed below. There are restrictions on the breeds of dogs allowed (no Pit Bulls, Boxer's, Dobermans, ect – Ask if you're concerned about your animal). Pets must be spayed/neutered and vaccinated.

Additional Security Deposit: 1st \$400 / 2nd \$250 additional deposit (refundable pending no damage)

Pet Rent: \$10 per pet per month

Applicant Signature _____ **Date:** _____

Applicant Signature _____ **Date:** _____

APPLICATION TO RENT

PERSONAL INFORMATION EMAIL: _____

Applicant Name: _____ Telephone: () _____ - _____

First Middle Last

Current Address: _____ City: _____ State: _____ Zip: _____
 Since: ____ / ____ / ____ Why are you moving? _____
 Current Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
 Since: ____ / ____ / ____ Why are you moving? _____
 Previous Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
 Since: ____ / ____ / ____ Why are you moving? _____
 Previous Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Have you ever: Been Evicted? (Circle one) Yes No Been Sued by Landlord? (circle one) Yes No

Been convicted, plead guilty, or no contest to a crime? (circle one) Yes No

If yes; to any of these, please explain: _____

INCOME EMPLOYMENT

1) Applicant's Employer: _____ How long? _____

Supervisor: _____ Phone #: _____

Job Title: _____ Take Home Pay: \$ _____

2) Applicant's Employer: _____ How long? _____

Supervisor: _____ Phone #: _____

Job Title: _____ Take Home Pay: \$ _____

3) Other Income (Per Mth): \$ _____ Source: _____ 4) Other Income (Per

Mth): \$ _____ Source: _____

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References

1) Next of Kin: _____

Name Address Relationship Telephone: () _____ - _____

2) Emergency Contact: _____

Name Address Relationship Telephone: () _____ - _____

PERSONAL PROPERTY

1) Automobile: Make _____ Model _____ Year _____ License # _____

2) Automobile: Make _____ Model _____ Year _____ License # _____

PET # 1

PET # 2

Type: _____ Size: _____ Weight: _____ Type: _____ Size: _____ Weight: _____

Has Pet ever injured anyone or damaged anything? Yes No Has Pet ever injured anyone or damaged anything? Yes No

WHERE DID YOU HEAR ABOUT PACIFIC VILLAGE:

APPLICANT'S COMMENTS & EXPLANATIONS:

- 1) **Owner/Agent may obtain a tenant screening or credit report which generally consists of:**
 - a) **Credit history including credit standing:**
 - b) **Public records, including but not limited to judgements, liens, evictions, and status of collection accounts: c)**
Information verification:
 - d) **Current obligations and credit ratings:**
 - e) **Criminal Records**
- 2) **Owner/Agent is requiring payment of an Applicant Screening Charge of \$40.00, none of which is refundable unless the Owner/Agent does not screen the applicant. Application is valid for up to two weeks from date of receipt by Owner/Agent.**

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening or credit reporting agency, I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks).

Date

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DO NOT TYPE IN THIS BOX – OWNER /AGENT TO COMPLETE		Date: _____
Property Address: _____ Apt#: _____ Move-in Date: _____		
Monthly Rent: \$ _____		Amount of Deposit: \$ _____
Examined Picture I.D.?	(circle one)	Yes No _____

EMAIL:

Applicant Name: _____ Telephone: () _____ - _____
 First Middle Last

S.S.# _____ - _____ - _____ Birthdate: ____/____/____ Driver's License #: _____ State: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Since: ____ / ____ / ____ Why are you moving? _____

Current Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
Since: ____ / ____ / ____ Why are you moving? _____
Previous Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Previous Address: _____ City: _____ State: _____ Zip: _____
Since: ____ / ____ / ____ Why are you moving? _____
Previous Landlord: _____ Rent Amount: \$ _____ Phone: () _____ - _____

Have you ever: Been Evicted? (circle one) Yes No Been Sued by Landlord? (circle one) Yes No
Been convicted, plead guilty, or no contest to a crime? (circle one) Yes No
If yes; to any of these, please explain: _____

INCOME EMPLOYMENT

- 1) Applicant's Employer: _____ How long? _____
Supervisor: _____ Phone #: _____
Job Title: _____ Take Home Pay: \$ _____
- 2) Applicant's Employer: _____ How long? _____
Supervisor: _____ Phone #: _____
Job Title: _____ Take Home Pay: \$ _____
- 3) Other Income (Per Mth): \$ _____ Source: _____ 4) Other Income (Per
Mth): \$ _____ Source: _____

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References

- 1) Next of Kin: _____
Name Address Relationship Telephone: () _____ - _____
- 2) Emergency Contact: _____
Name Address Relationship Telephone: () _____ - _____

PERSONAL PROPERTY

- 1) Automobile: Make _____ Model _____ Year _____ License # _____
- 2) Automobile: Make _____ Model _____ Year _____ License # _____

PET # 1

PET # 2

Type: _____ Size: _____ Weight: _____ Type: _____ Size: _____ Weight: _____

Has Pet ever injured anyone or damaged anything? Yes No Has Pet ever injured anyone or damaged anything? Yes No

WHERE DID YOU HEAR ABOUT PACIFIC VILLAGE:

APPLICANT'S COMMENTS & EXPLANATIONS:

APPLICANT SCREENING CHARGE DISCLOSURES

- 1) Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - a) Credit history including credit standing:
 - b) Public records, including but not limited to judgements, liens, evictions, and status of collection accounts: c)
Information verification:
 - d) Current obligations and credit ratings:
 - e) Criminal Records
- 2) Owner/Agent is requiring payment of an Applicant Screening Charge of \$40.00, none of which is refundable unless the Owner/Agent does not screen the applicant. Application is valid for up to two weeks from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening or credit reporting agency, I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks).

Applicant

Date