

# ENCORE PROPERTY MANAGEMENT

Professional Experience  
Personal Service

P.O. Box 2104 \* Redmond, OR \* (541) 548-9994 \* www.encorepropertymanagement.com  
730 SW 11<sup>th</sup> Street Fax: 541-548-9941

Thank you for considering Encore Property Management in your housing search. Please read the following information carefully. If you have any questions, please feel free to ask for assistance. This document must be returned complete and signed with your application to allow for application processing. Please remember any missing or omitted information or forms will be considered an "incomplete" application and may not be considered for screening.

## APPLICATION AND OCCUPANCY PROCESS

- 1) Feel free to view as many vacancies as we have available. Our goal is for you to locate the perfect home for you based on your desires requirements and/or needs. Keep in mind risk assessment and accommodations during your view process. **Applications are to be submitted AFTER you have been able to VIEW the vacancy!**
- 2) Select a unit you wish to rent. Complete applications **THOROUGHLY!!** Remember, you must personally VIEW a unit before you can submit an application for consideration.
- 3) Application screening may take 48 hours or beyond for completion. This is ONLY if your application is complete with the REQUIRED information and current contact telephone numbers. Please see attached Applicant Screening Criteria for complete screening information. Applications will be screened on a First Come/First Serve order.
- 4) Tenant selection may include the following criteria: a) attitude and behavior of all applicant(s) during the application process; b) rental history c) ability to pay rent, which includes employment/income d) credit history e) public records information which includes evictions, sex offender search, terrorist search and criminal history. Final approval of applicant(s) is that of Encore Property Management / Property Owner based solely on the criteria outlined herein and is applied equally to all applicants in accordance with Equal Housing Opportunity requirements (see statement).
- 5) Applications may be accepted without the \$40.00 per applicant screening fee(s) for "pre-approval". Pre-screening is done and discussed with property owner prior to acceptance of an application screening fee. All parties over the age of 18 must complete a **separate** application and pay a screening fee for each application before final approval.
- 6) An approved move-in date must be disclosed at the time the application is submitted. No dwelling will be held for more than 14 calendar days after application approval without **prior** approval from the property owner.
- 7) If your move-in date is more than 48 hours from application approval, a Reservation Deposit To Hold will be required to hold the unit until your approved move in date. This Reservation Deposit will be a minimum of \$500.00 up to the Security/Cleaning Deposit of the unit. This Reservation Deposit is **NON-REFUNDABLE** if all approved applicants fail to take possession by move-in date agreed upon and stated on Reservation Deposit to Hold form.
- 8) You will be required to sign a rental or lease agreement and accompanying forms that will be explained in full to you. You will receive copies of all such documents for your records. By signing the rental/lease agreement, you agree to abide by all rules and regulations outlined therein the entire paperwork package. All applicants 18 years of age or older must be present to sign all paperwork and be of sound mind and fully able to understand. **IT IS YOUR RESPONSIBILITY TO ASSURE ALL UTILITIES ARE ON TO YOUR NEW UNIT PRIOR TO SIGNING RENTAL AGREEMENT, ACCOUNT NUMBERS ARE PROVIDED AND PROOF OF YOUR RENTERS INSURANCE LIABILITY POLICY IS IN EFFECT.**
- 9) Move in monies due no later than rental/lease agreement signing are as follows: First months rent in full or pro-rated rent if move-in date is after the 1<sup>st</sup>. Security/Cleaning deposit to equal one and one half times the monthly rent amount OR additional required deposits from application approval. Pet deposits vary depending on pet/property owner. \*Please refer to Applicant Screening Criteria qualifications. If you do not have all monies due at move in, you **MUST** disclose at the time you submit your application.

The **ONLY** nonrefundable charge/fee we will charge you throughout your application/move in process is the \$40.00 application screening charge. Once a resident of ours, the following noncompliance fees will/may be charged:

Late Fee of \$75.00 if rent is not paid/received by midnight the 4<sup>th</sup> of each month.

Smoke Alarm/Carbon Monoxide Detector tampering fee of \$250.00.

Dishonored (NSF) check fee of \$35.00 plus bank charge of \$5.00 for total of \$40.00.

Early termination of lease (lease breakage) fee of \$ \_\_\_\_\_ (1.5 times stated monthly rent)

Late payment of utility fee of \$50.00 and / or parking violation or improper use of vehicle fee of \$50.00.

Failure to clean up pet waste, garbage, rubbish or other waste around your home and grounds, fee of \$50.00.

A fee, not to exceed \$250.00 per occurrence, can be charged for smoking/vaping in a designated non-smoking/vaping unit or area of the premises

A fee, not to exceed \$250.00 per occurrence, can be charged per occurrence for keeping an unauthorized pet capable of causing damages to persons or property, **including guest pets.**

**EQUAL HOUSING OPPORTUNITY STATEMENT**

Encore Property Management will uphold all guidelines set forth by Equal Housing Opportunity. We encourage and support affirmative advertising and marketing program in which there are no barrier to obtaining housing at any property under our management because of race, color, religion, sex, handicap, familial status, national origin, marital status OR any other protected class covered areas. Encore Property Management will not knowingly retain as clients, employees or vendors, any persons whose intent it may be to act in any manner contrary to the Fair Housing Laws.

We want your application process to be an enjoyable experience and wish to provide you with quality housing and service during your occupancy. Thank you for choosing Encore Property Management. If you have any questions during your application process and move-in period, please feel free to ask before signing anything.

No one, Housing Provider/Owner/Agent, is required to allow medical marijuana users or growers (who legally grow crops under the state's marijuana program for the use of other patients) to use, grow, cultivate or dispense marijuana in their rental properties. Housing Provider/Owner/Agents are not required to grant Reasonable Accommodations requests to medical marijuana users who represent that they use it for a disability. Any and all persons wishing to reside in a household under our management are required to disclose any licensing or use of medical marijuana or other substances to our office along with this application AND prior to seeking application approval from the Owner/Agent. Request for verification of any disclosure of use or growing may apply and it will be applicant(s) sole responsibility to provide such requested documents. Discovery of failure to do so PRIOR to the application/move in process may result in termination of your rental agreement.

Please find attached a listing of utility companies. You are more than welcome to check out prior rates of usage directly from the servicing companies. Please be sure to verify if gas meters are currently installed and operating in units that supply natural gas to the fireplace ONLY. You will be required to submit to our office, account numbers for any/all required utility accounts as well as proof of Renters Liability Insurance no later than your move in date.

Please read all areas and complete all information thoroughly. Missing or omitted information may lead to application denial. Failure to provide employment, income and/or rental information in accordance with the screening requirements may lead to application denial. It is not the responsibility of Encore Property Management or its Agents to obtain missing information or track down your previous employers/rental references or required information. Applicant acknowledges they have read and understand the information contained herein and that all statements are true and complete and hereby authorizes verification of contents including references, criminal and credit records. Applicant acknowledges that any false information contained herein constitutes grounds for rejection of this application if discovered before move-in.

**PETS:....**If pets are considered at the residence you are applying for, please note, due to restrictions placed upon rental properties by the Liability Insurance Companies, you must disclose in detail your pets specific breed(s), age, vaccination records, spay/neuter records and if your pet has inflicted injury to anyone including family members along with this application. All information will be provided to the property owner and approval/denial of the pet will be made by the property owner. **Pet interviews, current photo and veterinary records to show current immunization of "core" vaccines. DHLPP, Bordetella, Rabies, etc., spay/neuter certification and copy of current County dog licensing MUST ACCOMPANY ALL APPLICATIONS.**

By signing and initialing below, I have read and fully understand all terms and conditions of my application process and submitting.

\_\_\_\_\_ I Understand my move in must be within 48 hours OR  
Of my application being approved. I can and am  
Willing and able to initiate rental contracts, pay all  
Pro-rated rent AND any required deposits at the time  
Of move in.

\_\_\_\_\_ I understand deposit requirements and payment is due  
in full upon my move in/rental agreement signing.

\_\_\_\_\_ I Understand Renters Liability Insurance Requirements

\_\_\_\_\_ I hereby request for extension of move in date due to  
the fact I am not looking to move in within 48 hours of  
my application being approved. I hereby request a move  
in date of \_\_\_\_\_ at latest.

\* If extension is granted a Reservation Deposit is required.

\_\_\_\_\_ I understand utility requirements/disclosures as attached for  
ALL utilities including City of Redmond billing and late chgs.

\_\_\_\_\_ I have viewed the unit I am applying for and find it clean and  
Fully acceptable.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name of Applicant

Received By: \_\_\_\_\_, Encore Property Management

Date: \_\_\_\_\_

## ***Encore Property Management Application Screening Criteria***

Date: \_\_\_\_\_ Applicant Name(s): \_\_\_\_\_

Address Applicant is applying for: \_\_\_\_\_

You are required to read thoroughly, the entire package of application material prior to submission of the application for screening by Encore Property Management. The unit in which you wish to apply for must be viewed prior to submitting an application. There will be an application screening charge of \$40.00 per EACH resident 18 years of age or older. If any Applicant requires assistance, please advise Encore at any time during this process. If necessary, additional information may be provided in writing by Applicant on a separate piece of paper to accompany this application. It is the Applicant(s) responsibility to see that all requirements listed within this package are met and all information is provided to Encore at the time the application(s) to be considered are turned in. **Failure to meet any of the screening criteria may be grounds for 1.) denial of the application and/or 2) requirement of a co-signor who will also be required to meet the screening criteria and/or 3) requirement of payment of an additional deposit.**

**Incomplete, inaccurate, illegible or unverifiable/falsified information may be grounds for rejection or denial/termination of the application/rental agreement upon discovery. As well, attitude during the screening process may be considered.**

\*Every member over 18 years of age desiring to rent a unit must submit a separate application, fully completed and legible, verifiable and accurate. Each person is presumed to be fully aware of the information they are signing and of sound mind.

\*Every applicant shall provide two pieces of current identification, at least one of which contains a photograph.

\*A NON REFUNDABLE Application Screening Charge of \$40.00 per person over 18 years of age is due to complete the screening process.

\*Encore may utilize a Tenant Screening Service to verify all or some of the information provided on the application. Screening company disclosure is provided (attached) in way of an authorization release form.

\*Encore may obtain credit reports to verify financial information and ability to pay rent and/or verify employment and rental history.

\*Encore may obtain reports of civil and/or criminal records for verification of information and consideration of application. If the application is denied in whole or part of information received from a Screening Service or Consumer Credit Reporting Agency, applicant(s) shall be notified in writing, of that fact at time of denial. The name and address of the reporting agency(ies) will be provided to applicant(s) as listed on an Applicant Denial form. Applicant(s) may have opportunity to obtain a copy of records from such agencies / to correct incorrect information.

\*Encore may reserve to check the validity of your landlord reference with proof of homeownership of the subject property by Landlord given. Encore also reserves the right to deny an application if, after making a good faith effort, we are unable to verify rental history.

### **Requirements:**

**Income:** Total household income shall be at least three (3) times the monthly rent. At the time of application submittal, it shall be the sole responsibility of Applicant(s) to provide proof of income by submitting copies of the following:

1. If employed, copies of at least two pay stubs or earnings statements.
2. Unemployment or school funding, copies of acceptance letter/report indicating beginning date of funds, duration funding will be granted and amount of funding.
3. If self-employed, copies of last two years tax returns and copies of two months bank statements.
4. If other income, copies of assistance checks for authorization letters, investment reports or other data that can provide source, amount, frequency and duration of funding.
5. If Applicant is credited with a Housing Works Section 8 Voucher, the allowance listed will be considered as a portion of income with regards to the three (3) times the monthly rent requirement.

\*If Applicant(s) have monthly credit card or installment payments, the rent and utilities may not be more than one-third of total income monthly. If Applicant(s) do/does not have credit card or installment payments, rent and utilities may not be more than 50% of total income monthly. Utility bills owed/in collections or money judgments on credit reporting may be considered strongly as inability to pay rent.

**Housing Verification:** All Applicant(s) shall provide information complete to verify rental or home ownership history for the past five (5) years of date application is submitted. If no rental/home ownership information is available, Applicant(s) must provide reasons why and where they resided during the past five (5) year period. Verification of housing by parties related by blood or marriage or personal friends may not be considered and/or may require co-signer or additional security deposit. Proof in form of rental contracts and/or canceled checks or receipts may be helpful in proving rental status. Negative reports from references of any form may result in denial. (nsf checks, late payments, evictions, occupancy/vacancy condition and/or pets)

**Arrests, Conviction, Criminal History:** Arrest and/or conviction of civil and/or criminal activity may be considered. Any individual whose occupancy could constitute direct threat to health and/or safety of other persons or could result in physical damage of rental unit will be denied.

**Disclosures:** Occupancy may not exceed two persons per bedroom or considerable square footage. All rental units are non smoking/non vaping/non marijuana units. All pets considered are at sole discretion of Encore/Property Owner's approval and will require additional deposits. Aid/assistance animals or modifications to the rental unit necessary for assistance to those with disabilities will be allowed with a medical certificate and/or doctors note of need. A reasonable accommodation request form must be completed and submitted WITH application.

**Attitude, demeanor and/or behavior:** Encore will take into consideration the behavior and/or attitude of all applicant(s) during the entire application submittal and screening process as screening criteria. Encore may require presence of ALL applicant(s) during application process.

I hereby acknowledge receipt and understanding of the above criteria: \_\_\_\_\_

Agent: Encore Property Management, 730 SW 11<sup>th</sup> Street, P.O. Box 2104, Redmond, OR 97756. 541-548-9994 Phone, 541-548-9941 Fax

**DO NOT FAX APPLICATION(S) DIRECTLY TO TENANT DATA. ALL APPLICATIONS MUST BE RETURNED TO ENCORE<sub>6/16</sub>**



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## Addendum For City of Redmond Water/Sewer and/or Garbage TO BE SUBMITTED WITH APPLICATION FOR RENT

Effective May 1, 2013, City of Redmond will no longer sign on accounts for anyone other than Property Owner or Authorized Agent. Therefore, your utility services for this contract will be in the name of the property owner c/o Encore Property Management. Services will be in effect at the time of your move in. You will be provided a garbage can receptacle and recycling receptacles upon move in. These are the minimum services and are required by all residents within the City boundaries. Please call High Country Disposal (548-4984) for pick up dates for your address:

Watering for lawns AND trees/shrubs must be completed adequately to the approval of Encore. (Detailed Landscape Addendum at move in) Please be aware, if you are moving into a duplex, it is your responsibility to check with City of Redmond. In most duplexes, domestic water is split and individually metered. At times, water and/or power for the operation of the sprinkler system for the entire duplex, the entire perimeter of the duplex, may be tied to one individual metered unit. If so, you may be paying for watering of the lawn for the surrounding area of the duplex.

### Garbage Services:

\_35 Gal\_ Can costs \$ \_13.95\_ per month  
\_65 Gal\_ Can costs \$ \_21.05\_ per month  
\_95 Gal\_ Can costs \$ \_25.62\_ per month

### Recycle Bins: General – Glass - Lawn

General Bin – Free                      Glass Bin - Free  
Lawn Debris Bin \$ \_5.14\_ per month billed year round

Garbage services pick up weekly. Recycle services pick up on alternating weeks (every two weeks). General recycle and glass recycle are picked up together. Lawn debris carts will be picked up on opposite weeks as general recycle.

All bins must be placed in front of your property line by 6:00 am on the day of pickup. No exceptions. ANY items found on the side of the bins or sticking out of the top of the bins in which the lid does not close freely will result in additional charges and will reflect on your next billing cycle.

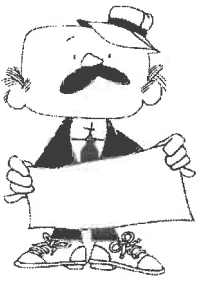
Payment in full is required by no later than the 15<sup>th</sup> of the current month. This is NOT included in your rent. Your rent payment and due dates are outlined on the first page of your rental/lease agreement. You may make payments WITH your rent certainly but utilities are separate from rent and incur separate fees associated with any late payments. If your payment is not received (IN FULL) in our office by no later than the 15<sup>th</sup> of the current month, we will charge a Utility Late Fee of \$50.00 and may proceed with issuance of a Notice Of Noncompliance And Termination Of The Rental Agreement Notification. \*\* Please note, a late fee will be charged on ANY UNPAID BALANCE!

Utility late fees charged are due IN FULL by the next rental due date! Any monies received on behalf of rents or other fees as of the 1<sup>st</sup> of the month will be credited to this noncompliance fee prior to applying to any rents owed.

This notification is being submitted with a blank application for disclosure. Any questions or concerns with this billing process MUST BE addressed with an Encore Property Management staff member AT THE TIME YOU SUBMIT YOUR APPLICATION.

Thank you,

Upd 10/17



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## Application to Rent

Thank you for choosing our company. Please assure that you have read the Application Process and Screening Criteria forms attached thoroughly! Please understand, no applications will be taken UNLESS the unit addressed has been viewed personally. Furthermore, it is the responsibility of Applicant to verify utility information attached, request for additional forms for reasonable accommodation, felony disclosure and/or medical marijuana certificates.

### Owner/Agent to Complete

Property Address \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_  a.m.  p.m. Move in Date \_\_\_\_\_

See Vac List # of units available of the type and in the area that are or available in the future time will be for rent.

\_\_\_\_\_ # of applications previously accepted and remaining under consideration for the unit designated above.

\_\_\_\_\_ Applicant hereby submits a request for reasonable accommodations/felony disclosure and/or medical marijuana

Examined picture identification  Yes  No Type of Identification \_\_\_\_\_

**Rent/Deposit/Fee Disclosure** (amounts below are subject to change before the rental agreement is executed) I understand all monies listed below are due and payable IN FULL at the time I move in.

Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Other Deposit \$ \_\_\_\_\_

Deposits may increase depending in screening and other factors. Applicant acknowledges that renter's liability insurance is a requirement and the policy is required to be in effect by the date of move in, no later then seven (7) days after move in. Applicant will provide Encore Property Management with a copy of renter's liability insurance policy upon move in date, failure to provide proof and/or maintain effective policy throughout tenancy, may result in noncompliance termination of the rental agreement.

Owner/Agent may charge the following:

Late payment of rent charge of \$75.00

Smoke alarm and carbon monoxide alarm tampering fee of \$250.00 per occurrence.

Dishonored check fee of \$35.00 plus amounts by bank of \$5.00 per occurrence.

Early lease termination fee of \$ \_\_\_\_\_ (not to exceed one and one half times the monthly rent)

Owner/Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year, \$50.00 for 2<sup>nd</sup> violation, and \$50.00 plus 5% of current rent for subsequent violations.

Late payment of utility fee of \$50.00 per occurrence.

Failure to clean up pet waste, garbage, rubbish, or other waste fee of \$50.00 per occurrence.

Parking violation or other improper use of vehicle fee of \$50.00 per occurrence.

Smoking/Vaping in a posted non-smoking unit or area not to exceed \$250.00 per violation. Fee may be assessed for repeat violations that occur as early as 24 hours after the effective date of a written warning notice, and for each subsequent violation within one year of issuance of written warning notice

Keeping on the premises an unauthorized pet capable of causing damages to persons and/or property that is not removed within 48 hours of written warning notice. Fee not to exceed \$250.00 per violation

## Applicant to Complete

Applicant Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
First Middle Last

Email Address \_\_\_\_\_ Cellular Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Social Security # \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's Lic, State/# \_\_\_\_\_

1. Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Since \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for moving \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

2. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for moving \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

3. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for moving \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

4. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for moving \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

5. Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for moving \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Have you ever:

Been evicted  Yes  No; Been sued by a landlord  Yes  No; Filed bankruptcy  Yes  No; Been convicted, or pleaded guilty or no contest, to a crime  Yes  No: If yes to any of these, please explain what and why: (felony disclosure necessary if answering yes to conviction)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employment/Income

1. Current Employer \_\_\_\_\_ How long employed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title \_\_\_\_\_ Take home pay (per month) \_\_\_\_\_  Full Time  Part Time

2. Previous Employer \_\_\_\_\_ How long employed \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Job Title \_\_\_\_\_ Take home pay (per month) \_\_\_\_\_  Full Time  Part Time

Other Income (per month) \$ \_\_\_\_\_ Source \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Other Income (per month) \$ \_\_\_\_\_ Source \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

Will outside entities be responsible for paying all or a portion of my monthly rent:  Yes or  No

If Yes, identify: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Members of Household.....Include yourself in this disclosure and any co-applicant(s)**

Please list all names and either ages or dates of birth of other persons to occupy the unit for more than fourteen (14) days in one (1) year period. The violation for any additional people or pets residing or visiting may result in termination of the rental agreement. \*\* Note: You will not be able to add occupants to your rental agreement whom are not listed below. If you are applying with a co-applicant, you must list everyone residing within the household part time or full.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Property**

- 1. Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_
- 2. Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_
- 3. Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_
- 4. Other Vehicles/Boats Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Do you own any of the following Piano/Organ  Yes  No, Water filled furniture  Yes  No, Fish tank or Aquarium  Yes  No.

**References**

- 1. Next of Kin \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Name Address Relationship
- 2. Emergency Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Name Address Relationship
- 3. Personal Reference \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Name Address Relationship
- 4. Personal Reference \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Name Address Relationship

**Pets...** Remember, only the below listed animals will be allowed at the property at any given time.... INCLUDING GUESTS!

Do you intend to bring any animals onto the property?  Yes  No

- 1. Type \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_  
Has this pet ever injured anyone or damaged anything?  Yes  No
- 2. Type \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_  
Has this pet ever injured anyone or damaged anything?  Yes  No
- 3. Type \_\_\_\_\_ Breed \_\_\_\_\_ Size \_\_\_\_\_ Weight \_\_\_\_\_  
Has this pet ever injured anyone or damaged anything?  Yes  No

**Applicant's comments, explanations and/or additional pets:**

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**Applicant Screening Charge Disclosure(s)**

1. Owner/Agent may obtain a credit report, or a tenant screening report which generally consists of:
  - \* Credit history including credit standing. Payment history and/or collections and defaults.
  - \* Public records, including but not limited to judgments, liens, evictions and status of collection accounts. Including judgments from State and/or Federal entities.
  - \* Information verification in all areas outlined within.
  - \* Current obligations and credit ratings
  - \* Criminal records
2. Owner/Agent is requiring a payment of an Application Screening Charge of \$40.00 none of which is refundable unless the owner/agent does not screen the applicant. Application valid for up to two (2) 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 service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. Applicant acknowledges that renter's liability insurance is a requirement and the policy must be in place if a rental agreement is executed due to an approval of this application, no later then seven (7) days after move in date. Failure to submit proof of renter's liability insurance may result in termination of the rental agreement. Renter's insurance to cover the loss of your personal belongings in the event of flood, fire or break in is recommended. Furthermore if the applicant is receiving rental assistance from any third party all the information given to owner/agent is true and correct. If the applicant fails to qualify or there is a change in their qualification amounts of assistance, applicant will notify owner/agent immediately. I certify the above information is correct and complete and here by authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including but not limited to credit checks). If Owner/Agent is requiring payment of an application screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's screening guidelines.

**No marijuana, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent of Owner/Agent**

\_\_\_\_\_  
Applicant... Please Print and then Sign

\_\_\_\_\_  
Date

**I HAVE:**

- \_\_\_\_\_ Viewed the unit listed in which I am applying for. I have found it clean and fully acceptable.
- \_\_\_\_\_ Completed this application thoroughly and truthfully. I am of sound legal mind and body and submit this Application willingly.
- \_\_\_\_\_ Checked utilities and/or services

**I UNDERSTAND:**

- \_\_\_\_\_ All move in monies/deposits listed throughout are due in full upon move in and rental agreement signing.
- \_\_\_\_\_ Only listed Occupants and Pets will be permitted (incl guests)
- \_\_\_\_\_ Incomplete, inaccurate or unverifiable information may be grounds for denial of this application. It is not the responsibility of Encore to look up or find any missing information for me.



# Utility Schedule & Responsibilities

## Who To Contact and When

According to all Rental Agreements, there are certain responsibilities a tenant must comply with to assure all areas of utilities are operating and functional during occupancy of your new residence. These will be first outlined during your application approval /acceptance notification. **Please assume that all utilities are disconnected (turned off) upon your signing papers to move in! This page is given first in applications, for your convenience to inquire about utility services and amounts PRIOR to applying!**

\*\*It is applicants responsibility to check with Cascade Natural Gas prior to renting a unit with a gas fireplace to ensure the gas meter is or is not in place. Owners will not install gas meters removed.

\*\* Watering for lawns AND trees/shrubs must be completed adequately to the approval of Encore. ( See Detailed Landscape Addendum) Please be aware, if you are moving into a duplex, it is your responsibility to check with City of Redmond. In most duplexes, domestic water is split and individually metered. At times, water and/or power for the operation of the sprinkler system for the entire duplex, the entire perimeter of the duplex, may be tied to one individual metered unit. If so, you may be paying for watering of the lawn for the surrounding area of the duplex.

Please refer to the Move In Day Information OR the second page of your Rental Agreement to see what utilities are your responsibility. Accounts must be properly placed in the name of the residents listed on the Rental Agreement only. No accounts can be made for services for persons not authorized on the agreement.

**You will be required to provide us with all utility accounts prior to move-in. Any Applicant receiving assistance in which an "inspection" must take place prior to acceptance from that organization MUST be responsible for turning on all utilities necessary to pass such inspection PRIOR to inspection appointment.** Encore will not be responsible to provide utilities on for inspections. At no time will residents allow utilities such as heat (electricity/gas), water, sewer or garbage to be disconnected. Tenants must assure proper heat is on to prevent freezing pipes, water is on to provide services to home and lawns and garbage service is current and used to prevent accumulation of garbage/debris from in or around home and grounds.

Please remember, if you chose to have satellite TV at your unit, you need to have **prior approval** from the property owner. Please talk with me about this before ordering TV services.

Below is a list of utility services and contacts:

### Electric Companies

Central Electric Co-Op  
 Bend 389-1980  
 Redmond 548-2144  
 Madras 475-3266  
 Prineville 447-5321  
 Sisters 549-5698

### Cable Television

Direct TV Satellite See Flyer  
 Bend Broadband PH/TV See Flyer  
 Dish Network See Flyer  
 Crestview Cable 447-4342  
 Pegasus Satellite 888-285-1928

### Pacific Power & Light Co.

All Areas 888-221-7070

### Natural Gas Svcs

Cascade Natural Gas 1-888-522-1130

### Telephone

Qwest 800-244-1111

### Garbage Collection & Recycling

High Country Disposal 548-4984  
 Madras Sanitary 475-2071  
 Crook County Disposal 416-0280  
 Prineville Disposal 447-5208  
 Powell Butte Disposal 548-3005  
 Cascade Disposal 382-6660  
 Bend Garbage 382-2263

### Water/Sewer

City of Redmond 923-7765  
 City of Bend 388-5515  
 Avion Water 382-5342  
 Crooked River Ranch 923-1041  
 Powell Butte 382-7510  
 Terrebonne Wtr 548-2727 \*\$100 Dep Req  
 Cline Butte Utilities 504-2305  
 City of Prineville 447-5627 \*\$120 Dep Req

The Bulletin Paper 385-5800  
 Redmond Spokesman 548-2184 10/16



(866) 477-1127 \* (541) 608-2832 \* FAX (866)-314-3423  
www.tenantdata.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that TENANT DATA, INC. (TDS, Inc.) will be processing my rental application & may access my credit information from the national repositories. I authorize my references and creditors to release, to TDS, Inc., all information necessary to complete said report. I further authorize my references and creditors to release said information telephonically and/or by fax, and request it be done in this manner whenever possible. Furthermore, I understand TDS, Inc. has my authorization to research all public records for my criminal and eviction history. I also understand that it may be necessary to verify my current employment. I authorize my current employer to release any and all information that may be required to complete the credit report. I further authorize TDS, Inc. to use a photocopy of this form when it is necessary to verify more than one of my references. I request that such a photocopy be fully honored.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ Year \_\_\_\_\_

Applicant's LEGAL NAME \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Spouse's LEGAL NAME: \_\_\_\_\_

Spouse's Signature \_\_\_\_\_

Applicant SS#: \_\_\_\_\_ Applicant Date of Birth: \_\_\_\_\_

Spouse SS#: \_\_\_\_\_ Spouse Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicants Phone # \_\_\_\_\_

Business Requesting Report: ENCORE PROPERTY MANAGEMENT

SHANNON (541) 548-9994 (541)548-9941 96024066  
Ordered By Phone Number Return Fax/Email Account Number

IMPORTANT: IF APPLICANT'S ARE NOT MARRIED, SEPARATE APPLICATIONS MUST BE FILLED OUT  
Please select the type of report you require by checking the appropriate box

**SILVER REPORT**  
Credit Report

**GOLD REPORT**  
Credit Report, Statewide Felony & Misdemeanor  
Check, Eviction Check

**PLATINUM REPORT**  
Credit Report, Eviction Check  
Felony & Misdemeanor Check  
Rent Verification, Verification of Employment  
(Include Application to Rent for platinum)

**ADDITIONAL REPORT OPTIONS**

<input type="checkbox"/>	Business Credit Report (\$60)
<input type="checkbox"/>	Multi- State Criminal
<input type="checkbox"/>	Additional State - Criminal
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Additional State - Eviction
<input type="checkbox"/>	State(s): _____
<input type="checkbox"/>	Landlord Verification
<input type="checkbox"/>	County Search
<input type="checkbox"/>	Employment Verification

Reports can be faxed back to us at 1-888-391-9919 or 1-866-314-3423 or emailed to [cs@tenantdata.com](mailto:cs@tenantdata.com)