

1953 Garden Avenue
Eugene, OR 97403
P: (541) 465-3825
F: (541) 485-8177
info@mallardproperties.net
www.mallardproperties.net

Any closer, you'd be in class!

APPLICATION CHECKLIST & FEE DISCLOSURES

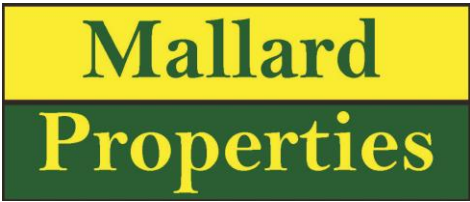
- Completed application -**
 - Requested contact information, phone numbers, addresses are all filled out (i.e. employer, landlords, references)
 - Signatures in all required places and pages
 - Accurate current contact information for you, including phone, email and mailing address
 - All other applicants' information in the group (names and ages)
- Sufficient Income/Resources – if you qualify without a co-signer**, bring in the last 3 recent pay stubs.
If you require a co-signer, you will need the following to be considered complete:
 - Completed co-signer agreement
 - Copy of co-signers photo identification
- If you are applying with a group** – bring all completed requested paperwork to turn in together, including co-signers.
- Identification:** Applicants must show 1 (one) piece of identification (**Driver's License, Student ID Card or Passport**) which includes a photograph.
- International Students:** Bring any one of the following acceptable proof of entitlement to reside in U.S.
 - Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language Students
 - Form I-551 Permanent Resident card, or Alien Registration Card
 - Form I-668 Temporary Resident Card
 - Form I-688A Employment Authorization Card
 - Form I-94 Arrival-Departure record
 - Go to the INTERNATIONAL AFFAIRS office in OREGON HALL RM #333 and ask for a CERTIFICATION LETTER

Lease Agreement Fee Disclosure: Maintenance repairs shall be billed to the tenant(s) at \$45 per hour for labor plus cost of parts if necessary repair is due to the tenant(s) or tenant(s) guests negligence or abuse. Included but not limited to windows, doors, screens, plumbing, etc. Plumbing repairs start at \$60 per hour.

Each Tenant is responsible for all rents and other charges due under the Lease. Tenants' security deposit may be applied to remedy any default in the performance of the terms of the Lease by Tenants (including but not limited to non-payment of rent, and all other sums owed by Tenants) and to repair damages to the Premises which are the responsibility of Tenants. If such amounts exceed the security deposit, Tenants shall be responsible for all amounts in excess of the security deposit. Any monies owed by tenants may be handed over to a collection agency, small claims court or circuit court. The cost incurred for the attempt to collect/collection will be at the tenant(s) expense.

- FEES PAYABLE BY TENANTS FOR EACH VIOLATION**, in addition to any other sums due under this Lease:
- Late fee, if rent is not received by midnight, end of day, on the 4th day of the rental period: **\$50.00**.
 - Smoke alarm and carbon monoxide alarm tampering fee: **\$250.00**.
 - Early termination fee (**if the tenant terminates before ending date**): \$ (1½ months' rent).
 - Dishonored check fee: **\$35.00, plus amount charged by the bank**. If this causes rent to be later than midnight on the 4th, a \$50 late fee will be applied.
 - Violation of a written pet agreement: **\$50.00**.
 - Failure to clean up garbage, rubbish, pet waste or other waste: **\$50.00**.
 - Parking violation or other improper use of a vehicle: **\$50.00**.
 - Smoking in designated non-smoking unit or area: base fine = **\$50.00**, can be charged up to **\$250.00**.
 - Keeping unauthorized pet on the premises: base fine = **\$50.00**, can be charged up to **\$250.00**.
 - Late payment of utility charges owed to the landlord: **\$50.00**.
 - **Professional Carpet cleaning, ultrasonic blind cleaning, general cleaning (not performed by tenant) will be deducted from the security deposit upon move out.**

For Manager to complete: Verified by: _____ Date: ____/____/____ Time: _____ am / pm
 Property Address Applying for: _____ The following is subject to change prior to execution of
 'Deposit to Hold'. **Move-in date** ____/____/____. **Monthly Rent** \$ _____ **Deposit** \$ _____ **Additional Deposit** \$ _____



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APPLICATION TO RENT & SCREENING GUIDELINES

General: We offer application forms to everyone. The demeanor of applicant(s) during this application process will be considered. We will not be held responsible for any verbal agreements, statements and/or comments until approved by Mallard Properties Management in writing. Mallard Properties enforces noise regulations. Mallard Properties has a no pet policy. All buildings and grounds are smoke-free. There is to be no illegal substance use medical or otherwise (ie marijuana) on site. This includes grown stored manufactured consumed or production of illegal substances. Mallard Properties does not allow dish television systems. Mallard Properties only accepts rental payments in one form of payment for the full lump sum. Exceptions may be made if an applicant(s) is unable to meet one or more of our screening criteria, an additional security deposit and/or co-signer may be required. The amount is at the discretion of the property owner, or Mallard Properties.

Application Requirements: Each applicant must submit an individual application. If needed, co-signer paperwork must also be submitted at this time. Group applications are not considered complete until all parties (applicants and co-signers) information has been received. We review **completed applications** in the order in which we receive them.*

**(All requested information is filled in or marked not applicable, signed and dated. If co-signer needed, the completed paperwork, including signatures, must be turned in with the application to be considered complete)*

We will accept the first qualified applicant(s). We screen on a first come, first serve basis. In order to be placed in line, all information must be completed. Failure to provide all requested information when you turn in your paperwork will result in your application being placed in a holding file. This means another applicant could be placed in line ahead of you.

Application Policies: We verify current and previous landlords. We verify income and financial resources. We may require up to 2 (two) business days to verify information on an application. If we are unable to verify information about the application within two business days the applicant may be denied. If any incomplete, inaccurate, illegible or falsified information is discovered, this may be grounds for rejection of the application or termination of the deposit to hold and/or execution of a lease agreement.

Criminal/Public Records Check: Any crime which negatively affects the health, safety, or right to peaceful enjoyment, or the property may result in application denial. Negative reports may result in denial of the application. Any individual who is currently an illegal substance abuser, or has been convicted of the illegal manufacture, production, consumption or distribution of a controlled substance or convicted of a felony may be denied tenancy.

Sufficient Income/Resources: Net household income shall be at least **3** times the rent (excluding utilities). Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements. Have at least 6 months continuous employment with the same employer. If you receive living assistance as part of a financial aid package, please provide appropriate documentation.

Prior Rental History: Rental history of **2 (two)** years must be verifiable from unbiased/unrelated sources. Exceptions may be made by requiring an additional deposit per person who does not meet this requirement. The amount is at the discretion of the property owner, or Mallard Properties. If you have lived in a dormitory please include information under the Previous Address section. Applicants must provide us with the information necessary to contact past landlords. *We reserve the right to deny an application if we are unable to verify prior rental history within two business days.

Process upon Approval of Applicants: The full Security Deposit will be due upon approval in order to hold a currently occupied property for a future move in. Inability to pay the deposit within **24 hours** will be cause to deny the application. The property will not be considered held until the deposit has been paid and any necessary agreement(s) have been signed by all appropriate parties. At the time the rental is deemed 'ready to rent' by Mallard Properties, it will be held no more than seven (7) days for the approved applicant to sign the lease agreement, pay the rent, and any outstanding monies due.

- The applicant(s) may be required to sign a Deposit to Hold document. This is a financial agreement that a group is coming back to sign a lease with us on an agreed upon date. If approved applicants fail to return and sign said lease, ALL paid deposit monies will be kept by the landlord. Forms of payment accepted: Cashier's check, Money order, Personal check. **NO CASH/CARDS ACCEPTED.**

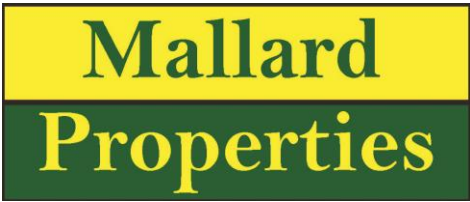
Lease Signing Day: All applicants are expected to be present at the lease signing. Possession of the property will be given to the new tenants at the time of signing the lease agreement, paying the due rent, and submitting utility confirmation #s.

I understand and accept the screening criteria and fee disclosure.

Print Name

Applicant Signature

Date



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APPLICANT'S INFORMATION (Please Print Clearly)

- Have you viewed the inside of the property you're applying for?
• Full Security Deposit is due upon applicant approval.
• If money is not received promptly, the spot will be forfeited and management will move to the next group in line.

Full legal name: (First, Middle, Last)
Preferred Name:
Preferred Gender Pronoun:
Cell #: ()
Birth date: / /
When are you graduating?
Driver's license # & state: /
Student ID #:
Email address:

- 1) Current Address: Apt. # City State Zip
Since / / to / / / Landlord Phone
2) Previous Address: Apt. # City State Zip
Since / / to / / / Landlord Phone
3) Previous Address: Apt. # City State Zip
Since / / to / / / Landlord Phone

Do you have any judgments against you?
How many evictions have been filed on you in the last 5 years?
Have you broken any leases?
Have you received any citations of any kind?
Have you been convicted, plead guilty or no contest to a crime?
Why are you vacating your current place of residence?
Have you informed your current landlord you will be moving? yes/no

References: Cannot be co-tenant (i.e. roommate)
Local or Emergency Contact: Relationship: Telephone: () -

List of Other Occupants: First, Last Name, Age:

Personal Property: Automobile parking may be limited at certain properties. All parking that may be available is COMPACT.
• Automobile: Make/Model: Color: License Plate #: State: Year:
• Musical instruments? yes/no Check all that apply: Acoustic Guitar Electric Guitar Trumpet Other:
• What are the names of your animals? Fish tank? Do you own a vacuum cleaner? Yes/no

Employment: Need to provide proof of income up to 3 times your portion of the monthly rent. Or, you will also need a Co-Signer and may have to pay an increased deposit. If you're in the military, please list your commanding officer's name & contact information.
Full time Part time None
Employer: How long? Telephone () -
Job title: Supervisor: Net pay / mo. \$
Other income (per month) \$ Source: Telephone () -

Why did you decide to rent with Mallard Properties?
Why should Mallard Properties rent to you?

I am aware that an incomplete application may cause delays or result in denial of tenancy. I further agree that any false information placed on this application shall be cause for me to be denied. I certify the above information is correct and complete. I hereby authorize you to make any inquiries you feel necessary to evaluate my eligibility for tenancy. I understand and accept the screening criteria and fee disclosure.

Print Name Applicant Signature Date / /