

CAREFREE PROPERTY MANAGEMENT, INC

8925 SW BEAVERTON-HILLSDALE HWY. SUITE C

PORTLAND, OR 97225

PHONE (503) 297-8111 FAX (503) 297-6635

RENTAL/LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY CAREFREE PROPERTY MANAGEMENT WILL BE TREATED EQUALLY

Please read the following policies. If you feel you might meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be processed.**

APPLICANTS

- Each person 18 years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denied by Carefree Property Management, Inc.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The application will not be considered with missing or false information.

PROCESSING FEES (SEE REVERSE SIDE #3)

- \$40.00 Processing Charge (For EACH Applicant)
- **ONLY CASH OR MONEY ORDER WILL BE ACCEPTED**
- \$100.00 Holding Deposit (If approved, the holding deposit will be applied to outstanding move-in fees)

CREDIT CRITERIA/CRIMINAL

- Carefree Property Management, Inc. will obtain a credit report for each applicant and co-signer 18 years of age or older. Reports supplied by applicants will not be accepted.
- Discharged bankruptcies are acceptable.
- A criminal report will be obtained for each applicant and co-signer.

INCOME CRITERIA

- Applicant's gross monthly income must be three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application or by a phone conversation with the applicants work supervisor.
- Self-employed applicants must provide the most recent tax returns and 3 months bank statements.
- Unverifiable income will NOT be considered.

IDENTIFICATION

- Photo ID must be provided at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

- Hours for lease signing are Monday through Friday, between 9am and 4pm.
- All utility and garbage accounts, where applicable, must be transferred into the residents' name as of the date of possession.
- Security Deposits and first month's rent are to be paid in cashier's check or money order before keys are provided.
- Daily rate will be charged if keys are delivered prior to date on lease/rental agreement.
- Some properties do not allow pets.

www.carefreeinc.com

CAREFREE PROPERTY MANAGEMENT, INC

Your application will not be processed without the correct funds and all documentation attached!

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instructions:

1. Your application will **not** be processed without the current funds and all documentation.
2. Fill out the application completely and legibly. Each person 18 years of age or older must submit an application. Emancipated minors must fill out an application. One person per application please.
3. Include cash or money order for the specified amount for each person 18 years or older that will be residing in the property. **This fee is non-refundable.** Include one check for \$100.00. A holding deposit is required to hold the unit during processing. This must be a separate money order or cash from the application fee(s).
4. Reliable and legal documentation and telephone numbers are required to verify income.
5. If employed, you will need to submit a copy of your last year's W-2 and 2 (two) of your most recent pay stubs.
6. If self-employed, you will need to submit a copy of your last **2 (two)** years of income tax returns and documentation of the current year (i.e. P&L, receipts, etc.)
7. A copy of a photo ID, i.e. Driver's License, Military ID, etc., must be submitted.

Applications will not be denied because of race, color, religion, national origin, sex, familial status or handicap.

Applicants will be contacted with in 3 business days as to the status of their application.

If you have any questions, please feel free to call us at (503) 297-8111

THANK YOU FOR YOUR APPLICATION!