



INVESTMENT SERVICES, INC.
RESIDENTIAL & COMMERCIAL REAL ESTATE MANAGEMENT

APPLICANT SCREENING CRITERIA

JLT Investment Services, Inc.
330 River Road. Eugene OR 97404
Phone 541-485-6606 Fax 541-688-5413

Screening fee \$20.00 per person over 18 yrs of Age.

Applicant is urged to review the screening criteria to determine if the requirements can be met. IF any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate piece of paper. Failure to meet the screening criteria may be grounds for: (1) the denial of the application or (2) the requirement of a co-signer who will also be required to meet the screening criteria and/or (3) the requirement of payment of an additional deposit. Upon discovery, any incomplete, inaccurate, illegible or falsified information may be grounds for rejection of the application or termination of the execution agreement or rental agreement.

1. APPLICATION PROCESS

- A completed application that is legible, verifiable and accurate must be submitted by all potential occupants over the age of 18 or:
 - Under the age of 18 who are living apart from the person's parents or legal guardian and who is either: 16 or 17 years of age; emancipated; married; pregnant and expecting the birth of a child or children who are living in the physical custody of persons (ORS 109.510 and 109.697).
- Each applicant shall provide two (2) pieces of identification, one of which contains a personal picture.
- We will verify rental history, personal references, employment, and will obtain a criminal report and a credit report to verify financial information.

If the application is denied in whole or in part on information received from the tenant screening, the applicant will be notified in writing of that fact at the time of denial. If you are denied due to your credit report information, we will provide you with the name and address of the credit reporting agency to allow you to obtain a copy of the report and correct any inaccurate information.

2. SOURCE AND AMOUNT OF INCOME

- Total income shall be three (3) times the amount of monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
 - If employed (minimum 6 months), copies of at least two (2) pay stubs or an employer statement of earnings.
 - If self-employed, copies of last tax return.

330 RIVER ROAD * EUGENE, OREGON 97404
PHONE: (541) 485-6606 * FAX: (541) 688-5413
EMAIL: JLTPROPERTYMANAGEMENT@COMCAST.NET

- If other income, copies of assistance checks, retirement investment reports, bank statements or other financial data that can prove source, amount, frequency and duration of income.

3. INCOME AND DEBTS

If the applicant has monthly credit card or installments payments, the rent and utilities may not be more than one-third of total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall be not more than 50% of the total income.

4. HOUSING REFERENCES

The applicant shall provide information necessary to verify rental or home ownership history for the past two (2) to five (5) consecutive years. Information obtained from those related by blood or marriage may require co-signer or an additional security deposit. Inability to contract and verify your rental history with your landlords after two attempts may result in the denial of your application.

5. LIMITATIONS

- Occupancy may not exceed two (2) people per bedroom.
- Vehicle parking may be limited at certain properties.
- Pets are only permitted at certain properties. German Shepherds, Doberman Pinchers, Rottweiler's, and Pit Bulls are strictly prohibited at all JLT Investment Services, Inc.
- All rental units are non-smoking units; most units allow smoking on the exterior of the unit only.
- Aide animals and/or modifications to the unit necessary to assist those with disabilities will be allowed with the completion of a Reasonable Accommodation Request and Verification form.

6. ARREST AND CONVICTIONS

Arrest and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied.

7. DEMEANOR AND BEHAVIOR

The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered. We may require the presence of all possible occupants for the application interview.

8. ACCEPTANCE POLICY

When you are notified that your application has been approved, you have 24 hours to bring in the

JLT INVESTMENT SERVICES, INC.
RESIDENTIAL & COMMERCIAL REAL ESTATE MANAGEMENT

security deposit in certified funds (money order or cashier's check) to reserve the unit and complete the reservation deposit form. Inability to pay the deposit within the 24-hour period will be caused to deny

the application. The unit will not be considered reserved until the reservation deposit form has been completed. At the time that the rental is deemed 'ready to rent' by JLT Investment Services, Inc. it will be held no more than seven (7) days for the approved applicant to sign the rental agreement and pay the rent, fees and any other monies due.

9. OUR POLICIES

- No verbal comments, agreements or statement will be honored or enforced unless in writing and agreed to by JLT Investment Services, Inc.
- Any detrimental information provided or discovered during or after the application process in reference to income, credit, housing references, criminal information, demeanor or behavior may be grounds for denial of your application, cancellation and refund of the execution deposit or termination of tenancy.
- Failure to meet the stated policy may result in 1) denial of the application, 2) requirement of additional security deposit or 3) a request for a strong, qualified cosigner. This determination will be made solely by management.

I hereby acknowledge receipt of this disclosure. I authorize JLT investment Services, Inc. to verify rental history, employment and any other references they feel are necessary to finish the screening of this application.

DATE: _____

APPLICANTS PRINTED NAME: _____

APPLICANTS PRINTED NAME: _____

Applicant Signature

Applicant Signature

330 RIVER ROAD * EUGENE, OREGON 97404
PHONE: (541) 485-6606 * FAX: (541) 688-5413
EMAIL: JLTPROPERTYMANAGEMENT@COMCAST.NET