

Landsby Place Apartments



**1220 Jacobs Drive
Eugene, OR 97402
Ph. (541) 688-2219
Fax. (541) 688-1574**

We would like to invite you to our community, where your apartment is not just an apartment, but your home. We have two floor plans to choose from that have energy efficient thermal windows, three on site laundry facilities, a community room, and an exercise & computer room.

APPLICATION PROCESS

All applicants are screened separately. A full investigation will be completed. All applicants must submit a current I.D, Income Verification and a Rental Reference.

APPLICATION FEES

\$10.00 applicant fee per adult in the form of a money order, this is non-refundable.

SECURITY DEPOSIT

The security deposit is equal to one month's rent. A deposit towards the last month's rent will also be required at move-in upon approval of application.

PETS

\$300.00 refundable deposit for the first pet. \$150.00 additional deposit for the second pet. Limit of 2 pets.

** Assistance/companion animals are welcome* *

Landsby Place Apartments currently has available for rent:

- (462sq. ft.) Ground floor only, standard one bedrooms for \$1,305 per month and lower.
- (525sq. ft.) Upstairs & downstairs, large one bedrooms for \$1,430 per month and lower.

There is a \$50 monthly utility fee in addition, for Water, Sewer & Garbage.

KELLY HUMMEL PROPERTIES
RENTAL CRITERIA

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 maximum per unit will be allowed.
- c) No minor children are allowed to live on the premises.

2. Application Process

- a) Complete the application on the designated form
- b) All applicants must provide a valid picture I.D. with a signature or your application will be rejected.
- c) Expired I.D. will not be accepted.
- d) The verification process will be completed within 3-5 business days.
- e) Once your application has been approved, any and all advance deposits will be applied to the refundable security deposit at the time of move in.
- f) If you cancel prior to moving in, \$300 of your deposit will not be refunded.

3. General Requirements

- a) Current, positive identification with a picture and a signature will be required, NO EXCEPTIONS.
- b) Each applicant/individual will be required to pass a credit and criminal background check individually.
- c) Monthly income should be equal to 2.5 times the monthly rent.
- d) A current paycheck stub or income verification letter must be provided.
- e) Self-employed applicants will be required to show proof of income through copies of previous year's tax returns.
- f) You will be denied if your source of income cannot be verified.

4. 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) Eviction free rental history will be required.
- d) Rental history reflecting damages will be denied.
- e) Rental history demonstrating documented noise or other disturbances will be denied.

5. Credit Requirements

- a) Good credit is desirable but not mandatory
- b) Outstanding bad debt (i.e. slow pay, collections, bankruptcies, repossessions, liens, judgments, and wage garnishment) reported on the credit report will result in a higher security/cleaning deposit, or denial of application.
- c) Any collections for utilities must be paid before move-in date. NO EXCEPTIONS.

6. 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.
- d) Any felony convictions will result in an automatic denial.
- e) 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.
- f) 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.

7. PETS Policies, FEES & DEPOSITS:

- a) Up to two indoor pets (cats & dogs) are allowed per apartment with the additional deposits listed below. Weight limit of 40lbs for dogs. There are restrictions on the breeds of dogs allowed (no Pit Bulls, Boxer's and Dobermans). Pets must be spayed/neutered and vaccinated.
- b) Pet Deposit: 1st \$300 / 2nd \$150 deposit (refundable pending no damage)
- c) Assistance/companion animals are welcome.

8. 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.

Pet Screening Application

Pet #1

Pets Name:	Type:
Weight:	I've had my pet for this long:
☐ My pet is housetrained	☐ My pet is up-to-date on all vaccinations

- ☐ My pet has behavioral problems: _____
- ☐ My pet has caused harm to another person or animal: _____
- ☐ My pet has damaged property: _____
- ☐ I've had a complaint against my pet: _____

Pet #2

Pets Name:	Type:
Weight:	I've had my pet for this long:
☐ My pet is housetrained	☐ My pet is up-to-date on all vaccinations

- ☐ My pet has behavioral problems: _____
- ☐ My pet has caused harm to another person or animal: _____
- ☐ My pet has damaged property: _____
- ☐ I've had a complaint against my pet: _____

Applicant Signature _____ **Date:** _____

Applicant Signature _____ **Date:** _____

Application to Rent

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 _____

PERSONAL INFORMATION

EMAIL: _____

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

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

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

Since: ____ / ____ / ____ Reason for moving? _____

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

Previous Address: _____ City: _____ State: _____ Zip: _____

Since: ____ / ____ / ____ Reason for moving? _____

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

Previous Address: _____ City: _____ State: _____ Zip: _____

Since: ____ / ____ / ____ Reason for moving? _____

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

Have you ever: Been Evicted? (circle one) Yes No

Sued by a 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: _____ Date started: _____

Supervisor: _____ Phone #: _____

Job Title: _____ Take Home Pay: \$ _____

2) Applicant's Employer: _____ Date started: _____

Supervisor: _____ Phone #: _____

Job Title: _____ Take Home Pay: \$ _____

Emergency Contacts & Personal References

1) **Next of Kin:**

Name: _____ Relationship: _____
First Middle Last

Address: _____
Street City State Zip

Phone: () _____ - _____

2) **Emergency Contact:**

Name: _____ Relationship: _____
First Middle Last

Address: _____
Street City State Zip

Phone: () _____ - _____

PERSONAL PROPERTY

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

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

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 \$10.00, 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.
 - a. 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.
 - b. 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 Signature _____ Date: _____

Landsby Place Apartments



1220 Jacobs Drive
Eugene, Oregon 97402
Phone: 541-688-2219
Fax: 541-688-1574

Rental Reference Request

To: _____ **From:** Landsby Place Apartments

Fax/Email: _____

Phone: _____ **Date:** _____

Re: Rental Reference **cc:** info@landsbyplace.com

☐

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Tenant: _____

Dates of occupancy: _____ through _____

Has rent been paid on time? _____ Number of late payments in the last 12 months? _____

Have any notices been issued? _____ Please describe violations: _____

Is the property kept in good condition? _____

If this is a previous tenant, was property left in good condition? _____

Do they owe you money? _____ How much? _____

If they met your rental criteria, would you rent to them again in the future? _____

Are you a friend or relative of the applicant? _____

Your name _____ Title _____

I certify that the information above is accurate

Having reviewed all rental requirements and disclosures, I authorize Landsby Place Apartments to conduct a background check, including obtaining a consumer credit report, a public records check, a rental reference check, and any other inquiries deemed necessary. I understand that any information found to be false in this application will result in the denial of my application and/or a termination of my tenancy.

Applicant Signature _____ **Date:** _____