



Dear Residential Applicant

RE: Policy for Application Processing

Enclosed is the application you requested. Please complete and return to this office as soon as possible for consideration. Please remit a check in the amount of \$30.00 per adult applicant to cover the application/credit screening fees. Additionally, please note this fee is non-refundable once you are processed. Your approval will be dependant primarily upon the outcome of the credit screening. If there is something that may affect this score, please notify us immediately.

Other reasons for denial/rejection may include but are not limited to the following:

- 1) Unable to verify information as provided by applicant.
- 2) Inaccurate or false information supplied by applicant.
- 3) Insufficient income to meet rental qualifying standard.
- 4) Negative reports from references or other sources.
- 5) Lack of references or incomplete information.
- 6) Unstable rental history.
- 7) Undisclosed or un-permitted pet.
- 8) In whole or in part of the tenant screening service of consumer credit agency report.

Should you have questions or concerns please phone us at 541-318-8484.

Cornerstone Realty Services, LLC
P.O. Box 8686
Bend, OR 97708
(541) 318-8484 - Office
(541) 318-8337 - Fax
www.crsbend.com

APPLICANT SCREENING FEE DISCLOSURE

Tenant screening/consumer report consists of:

- (a) credit history of seven years, including credit standing;
- (b) public records, including but not limited to judgments, liens, evictions, criminal background, and status of collection accounts;
- (c) information verification and/or current obligations and credit ratings.

Applicant has the right to dispute the accuracy of any information provided to the landlord by a screening service or credit reporting agency.

I am aware that an incomplete application and insufficient/unverifiable financial resources may cause delays or result in denial of tenancy. 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. I agree to forfeit **\$30.00** of my application/screening fee/deposit if I do not rent the unit after my application has been approved. If my application is denied, I will not receive a refund of the applicant screening deposit/fee, landlord shall conduct a search of public records to determine whether the applicant or proposed tenant has been convicted of any crime within the previous ten years. **A conviction (s) for any felony or any misdemeanor, which involves theft, dishonesty, assault intimidation, drug-related or weapons charges shall be grounds for denial of the rental application.**

*Please contact our office if you have any questions regarding the completion of this form. It is best to contact our office to notify of any instance where you may have something appear on your background check prior to payment of the fee associated **THE FEE IS NON REFUNDABLE AFTER PROCESS COMMENCES**

I have read and understand the application procedures.

Applicant

Date

Applicant

Date

Applicant's Employer: _____ How Long: _____

Job Title: _____ Monthly Income: \$ _____ Fulltime() P/T ()
Supervisor: _____ Phone: _____

Bank References

Bank: _____ Branch: _____ Phone: _____

Bank: _____ Branch: _____ Phone: _____

Other: _____ Type: _____ Phone: _____

Personal References

Name: _____ Relationship: _____
Phone No: _____

Name: _____ Relationship: _____
Phone No: _____

Name: _____ Relationship: _____
Phone No: _____

Personal Property

Vehicle Make: _____ Year: _____ License No: _____

Vehicle Make: _____ Year: _____ License No: _____

Do you own: Piano/Organ? Yes () No () Describe: _____

Water filled furniture? Yes () No () Describe: _____

For Purposes of Identification Only

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____



Cornerstone

REALTY SERVICES, LLC 150 NE Bend River Mall Ave #300

P.O. Box 8686 Bend, OR 97708

541-318-8484 – Office 541-318-8337 – Office Fax



(866) 477-1127 * (541) 608-2832 * FAX (888) 391-9919

www.tenantdata.com

APPLICANT AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that TENANT DATA. (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: CORNERSTONE REALTY SERVICES

ERIC NELSON (541) 318-8484 (541) 918-8337 93085020

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 AIM REPORT AIM, Credit Report, Felony & Misdemeanor Check, Eviction Check

[] PLATINUM REPORT AIM Credit Report, Eviction Check Multi State Felony & Misdemeanor Check Rent Verification, Verification of Employment (Include Application to Rent for platinum)

ADDITIONAL REPORT OPTIONS

Table with 2 columns: Report Option, Price/Details. Rows include Business Credit Report (\$60), Multi-State Criminal, Additional State - Criminal, State(s):, Additional State - Eviction, State(s):, Landlord Verification, County Search, Employment Verification.

Reports can be faxed back to us at 1-888-391-9919 or emailed to cs@tenantdata.com