



SAGE SPRINGS

HIGH DESERT APARTMENTS

900 NE WARNER PLACE • BEND, OR 97701
sage.springs.apts@gmail.com
541.317.2816

TWO BEDROOM/TWO BATH APARTMENT HOMES

APPLICATIONS FEE(S):

\$50.00 Money Order (per adult.)

RESERVATION DEPOSIT:

\$200.00 (applied to first month's rent.)

MONTHLY RENT:

Upstairs apartments start at \$1200.00

Downstairs apartments start at \$1275.00.

MONTHLY UTILITIES:

\$40.00 (Water/Sewer/Garbage.)

MONTHLY PET RENT (if applicable):

\$20.00.

SECURITY DEPOSIT:

If approved without conditions equal to one month's rent.

If approved with additional deposit equals \$1500.00.

ADDITIONAL SECURITY DEPOSIT FOR PET (if applicable):

\$500.00.

PET POLICY:

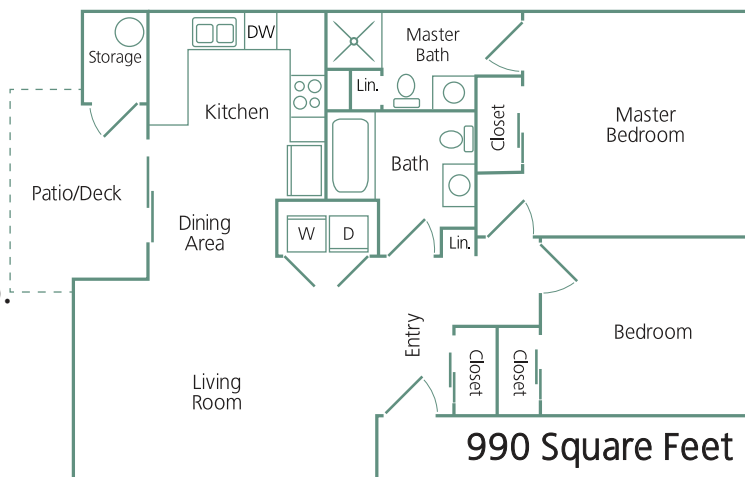
- No more than **one** dog per apartment.
- Must be less than **35 pounds fully-grown**.
- Breed restrictions apply (no aggressive breeds allowed.)

AMENITIES:

Spacious floor plans, full-sized washer and dryer in every apartment, designer cabinets, air conditioning, covered bike storage, assigned covered parking, private storage on patios and balconies.

OTHER IMPORTANT COMMUNITY INFORMATION:

- We are a **non-smoking community**. This means we forbid smoking anywhere on the entire property.
- The **maximum** number of vehicles per apartment allowed on the property is **two**. One parking space is assigned, and a second car may be parked in a non-numbered space



Norris & Stevens

INVESTMENT REAL ESTATE SERVICES



All applications must be fully completed prior to submitting.

Apt. Community _____ Apt # _____

- Add-on Roommate
Additional Resident History Form Attached

Date _____ Screening Charge \$ _____ Rent \$ _____ Lease Break Fee \$ _____ Special Discount \$ _____ from _____

Owner/Agent _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Information provided may be made available to other services or agencies for verification either during application or, if approved, during occupancy.

1. PERSONAL INFORMATION

Legal Name _____ Last First Middle

Other Legal Names Used: _____

Date of Birth _____ Social Security # _____

Active or Reserve Military? Active Reserve Not Applicable

Driver's License # _____ State _____

Vehicle Make _____ Model _____ Year _____

License Plate # _____ State _____

Home Phone _____

Mobile Phone _____

Email Address _____

2. INCOME DESCRIPTION

Company Name _____

Address _____

Employer's Phone _____ Date of Hire _____

Gross Income \$ _____ Frequency: Monthly Annually

Position/Title _____

Additional Sources of Income (must attach proof and be able to verify):

Source _____ Amt. \$ _____ Frequency _____

Source _____ Amt. \$ _____ Frequency _____

Source _____ Amt. \$ _____ Frequency _____

TOTAL MONTHLY INCOME: \$ _____

3. RESIDENCE HISTORY - CURRENT

Applicant must provide a minimum of two (2) consecutive years of residence history.

Current Address _____

Number Street Apt #

City State Zip

Own or Rent? _____ Monthly Payment _____

Date of Move-In _____ Approx. Move-Out _____

Reason for Moving _____

Landlord or Mortgage Company _____

Address _____

Phone # (_____) _____

4. RESIDENCE HISTORY - PREVIOUS *

Previous Address _____

Number Street Apt #

City State Zip

Own or Rent? _____ Monthly Payment _____

Date of Move-In _____ Approx. Move-Out _____

Reason for Moving _____

Landlord or Mortgage Company _____

Address _____

Phone # (_____) _____

5. OTHER IMPORTANT INFORMATION

List names and dates of birth for all persons to occupy the apartment:

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Do you have a pet or other animal?..... Type? Yes No

Do you have a water bed or use an aquarium? Yes No

Do you intend to use a musical instrument? Yes No

Applicant Disclosure. Have you:

Been evicted? Yes No

Been convicted of a felony?* Yes No

Been convicted of a misdemeanor?* Yes No

*Year: _____ State: _____ Status: Convicted / Dismissed / Open

*Explain nature of conviction(s) _____

6. CERTIFICATION OF ACCURACY & APPLICANT SIGNATURE

Applicant hereby certifies that the information contained on this fully completed application and all additional information submitted, is true and correct, and hereby authorizes landlord/agent to make any necessary inquiries deemed necessary to evaluate the application for tenancy and credit standing.

APPLICANT SIGNATURE _____

Submission Day _____ Month _____ Yr _____ Time _____ am/pm

Visual proof of photo ID reviewed. Yes No

Approved As Is Approved with Condition Denied

Referred by _____



Applicant Screening Criteria

Name of Apartment Community: _____

Address: _____

Phone: _____

Each rental application will be reviewed in four different areas: a) Rental History, b) Credit History, c) Income, and d) Criminal History. Your application may be *approved*, *conditionally approved*, or *denied*. To be *approved* you must meet the screening criteria without EXCEPTION. Applications not meeting the listed screening criteria may be *conditionally approved*. *Conditionally approved* applications may require a co-signer or a security deposit equal to 100% of the monthly rent, or both. Applications that do not meet the screening criteria, or fit into the conditional margin of approval, will be *denied*.

OCCUPANCY GUIDELINES

1. Occupancy is based on the number of bedrooms in an apartment. A bedroom is defined as a separate, habitable room to be used primarily for sleeping purposes that contains at least 70 square feet, and has a fire exit. The room must have a separate door, a closet, and be in close proximity to a smoke detector.
2. Two (2) persons are allowed per bedroom plus one (1) additional person (i.e., 1 bedroom, three (3) people, 2 bedroom, five (5) people, etc.). A maximum of two (2) people are allowed in a studio or zero bedroom apartment. An infant under three (3) years of age is not considered when counting the number occupants.
3. Any change of the original occupants requires a new application to be processed.

APPLICATION PROCESS

4. Select your desired apartment meeting our occupancy guidelines.
5. All applicants over the age of 18 must complete a separate application on the forms provided. Any area left blank will result in delaying the application process and/or rejection of the application. If the requested information does not apply to you, fill in "n/a".
6. You will be asked to pay a non-refundable applicant screening fee for each application. Your application will not be processed until all the necessary fees have been paid.
7. All applications will be dated and timed. Applications are processed on a first received, first processed basis.
8. Be prepared to wait seven (7) days for the completion of the screening process.
9. If your application has been approved, you will have three (3) days to accept the available apartment by signing your rental agreement, including the community Rules and Regulations, or by paying a reservation deposit. You will be expected to begin your tenancy no later than two (2) weeks from the date of acceptance, providing the apartment is ready for move-in, and no other arrangements have been made.
10. All appropriate fees and/or deposits must be paid before or at the time the rental agreement is signed. Any monies paid must be in the form of a personal check, cashier's check or money order.
11. If your application is approved and you decide not to move-in, the applicant screening fee and/or the reservation deposit will be forfeited. If your application is denied, any reservation deposit paid will be refunded to you.
12. If your application has been approved, the rental agreement signed, and you decide not to rent starting on the agreed upon move-in date, you will forfeit your applicant screening fee, and any other fees paid. You will also be responsible for a 30-day notice to vacate.

GENERAL REQUIREMENTS

13. All applicants must provide a picture I.D. issued by a government agency and their Social Security Number (SSN). If they do not have an SSN, they can provide a Passport, Visa, Birth Certificate, Resident Card or Authorization Document from Homeland Security in lieu of their SSN.
14. The primary applicant must be eighteen (18) years of age or older.

15. Each applicant 18 years of age or older must qualify individually.
16. Unfavorable information for any individual applicant may result in denial of the total application.
17. All Section 8 applicants must sign a consent form allowing the Housing Authority to release information from their file regarding your rental history.
18. The behavior and demeanor of applicants during the application process will be considered.
19. Information that is misrepresented on the application will be reason to deny the application, or if the misrepresentations are found after a rental agreement is signed, your rental agreement may be terminated.

RENTAL REQUIREMENTS

20. Two (2) years of verifiable unbroken rental history from a third-party landlord with positive recommendations is required. Questions asked will include 1) Was/is rent paid on time? 2) Length of tenancy? 3) Was proper notice given? 4) Did the applicant have any NSF checks? and 5) Would you rent to this person(s) again? **CONDITIONALLY APPROVED:** Applicant lacks two (2) years of history because of student status, previously living with parents, owning a home, or in the military.
21. Significant complaints or noncompliance violations will result in the denial of the application — a) Repeated disturbances to the neighbors' peace, b) Reports of illegal activity, c) Damage to the property beyond normal wear and tear, d) Unpaid rent or damage charges, e) Reports of violence or threats to landlords, neighbors, or staff, f) allowing persons or pets not on the lease to reside on the premises, and g) Failure to give proper notice when vacating the property.
22. Home ownership may be verified through the county tax assessor's office. Mortgage payment must be current to reflect positive rental history.
23. Any recorded, non-recorded, or pending eviction less than five (5) years old will result in denial of the application.
24. Any balance owed related to previous housing will result in denial of the application.
25. Three (3) or more NSF rent checks within a period of one (1) year will result in denial.
26. Rental history demonstrating residency, but not third-party rental history, may require an additional security deposit equal to a full month's rent or more.
27. Additional deposit may be required when rental history does not meet the stated third-party rental criteria, but residency can be verified with parents, student housing, or military housing.
28. Previous non-payment of rent notices within a period of one (1) year may result in denial.

INCOME REQUIREMENTS

29. The monthly combined gross household income must be at least two (2) times the stated monthly rent.
30. Employment verification will be made by phone/fax confirming position in company, length of employment, salary, and future with company. A current paycheck stub showing year-to-date earnings, W2 or tax return may be required.
31. Self-employed applicants may be required to show proof of income through copies of the previous year's tax returns.
32. Non-employment sources of income may be verified by contacting the source (Bank Accounts, Alimony, Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans) or by applicants furnishing social security award letters, school loan award letters, savings account or checking account statements.
33. The application will be denied if your source of income cannot be verified or does not meet the dollar requirements.

CREDIT REQUIREMENTS

34. An acceptable credit history for at least the last three (3) years with no account ratings higher than a "4".
35. No unpaid collections, liens, or judgments in the last three (3) years.
36. No pending bankruptcy. No bankruptcy in the last three (3) years.
37. The combined debt-to-income ratio does not exceed 45%.

CRIMINAL HISTORY

38. Any misdemeanor convictions within five (5) years may be cause for denial. Any felony convictions within ten (10) years may be cause for denial. Any criminal convictions that may constitute a direct threat to the health or safety of other individuals (i.e. involvement in any violent or sexual crime) or could result in physical damage to the premises may be cause for denial with no time or degree limitation.

CONDITIONALLY APPROVED APPLICANTS

Because of special circumstances, some applicants may not meet 100% of the criteria for approval to rent. For some properties, the applicant may pay an additional security deposit equal to 100% of the monthly rent or more.

- an applicant with past credit problems, but good rental history, and adequate income;
- an applicant who is new to the area, or has recently graduated from school, or has recently returned to the work force, rental and credit history is good and income level is adequate;
- an applicant who has been living at home and does not have a rental history, but their credit and income meet the other criteria;
- a student applicant who has verifiable full-time student status with guaranteed income from financial aid and no negative landlord reference or credit history.

REJECTION POLICY

DENIAL BASED UPON INFORMATION RECEIVED FROM THE CREDIT BUREAU. If your application has been rejected due to unfavorable information revealed on your credit report:

- contact the credit bureau or service providing the information — the name and address is found on the Adverse Action Form;
- correct any incorrect information through the credit company by “filing a dispute”;
- request the credit company submit a corrected credit report to Norris & Stevens, Inc. Rental Screening Services;
- upon receipt of the corrected information, your application will be re-evaluated for the next available apartment.

DENIAL BASED UPON NON-CREDIT INFORMATION If your application has been rejected and you feel that you qualify as a resident per the screening criteria, you should write to:

Equal Housing Department, 900 SW 5th Ave, Suite 1700, Portland, Oregon 97204

In your letter, you should explain the circumstances surrounding the denial of your application. Following the receipt of your letter, your application and any other pertinent information will be reviewed and you will be notified of the review findings.



APPLICANT SCREENING CRITERIA DISCLOSURE

Community Name/Number: _____ Date: _____

Applicant(s): _____

Each 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. A valid explanation for any difference from the requirements may be considered by the landlord if provided by the applicant. If necessary, provide additional information or explanations on a separate sheet of paper.

Failure to meet the screening criteria may be grounds for: (1) The denial of the application; or (2) The requirement of payment of an additional deposit. **Incomplete, inaccurate, illegible or falsified information** may be grounds for rejection or termination of the rental agreement upon discovery.

1. APPLICATION PROCESS:

Each applicant over the age of 18 shall:

- Submit a completed application that is legible, verifiable and accurate.
- Provide a government-issued photo identification (ID)
- Provide their Social Security Number (SSN).
If they do not have an SSN, they can provide a Passport, Visa, Birth Certificate, Resident Card or Authorization Doc from Homeland Security.
- Pay the nonrefundable applicant screening charge of \$50.00 per application shall be paid at the time of application with a Money Order or Cashier's Check (no personal checks).

- The landlord utilizes a Resident Screening Service to verify information.
- The landlord obtains credit reports to verify financial information.
- The landlord obtains reports of civil and criminal records to verify information.

If the application is denied in whole or in part on information received from a resident screening service or a consumer credit reporting agency, the applicant shall be notified, in writing, of that fact at the time of the denial. The name and address of the reporting agency will be provided to allow the applicant to obtain a copy of the credit report and correct any incorrect information. The credit bureau that provides information is: TransUnion, PO Box 2000, Chester, PA 19022-2000

2. **SOURCE and AMOUNT OF INCOME:** Total combined income shall be two and a half (2.5) times the rent. At the time of application, it shall be the obligation of the applicant(s) to provide proof of income by submitting copies of the following:

- If employed, copies of at least one pay stubs or an employer statement of earnings.
- If self-employed, copies of the last tax return.
- If other income, copies of assistance checks, retirement investment reports or other financial data that can prove source, amount, frequency and duration of income.

3. **INCOME AND DEBTS:** If the applicant has a monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have a credit card or installment payments, rent and utilities shall not be more than 50% of the total monthly income.

4. **HOUSING REFERENCES:** Include 2 years of residence history on the application with the information necessary to verify the information provided. Verification obtained from those related by blood or marriage may require additional security deposit.

5. LIMITATIONS:

- Occupancy may not exceed two people per bedroom plus 1.
- Vehicle parking is limited to _____ vehicles.
- The rental unit is a non-smoking unit.
- Pets are not permitted

6. **CRIMINAL HISTORY:** Any misdemeanor convictions within five (5) years may be cause for denial. Any felony convictions within ten (10) years may be cause for denial. Any criminal convictions that may constitute a direct threat to the health or safety of other individuals (i.e. involvement in any violent or sexual crime) or could result in physical damage to the premises may be cause for denial with no time or degree limitation.

7. **DEMEANOR AND BEHAVIOR** of applicant during the application process will be considered. The landlord may require the presence of all possible occupants for the application interview.

8. OTHER REQUIREMENTS:

Owner/Agent Name, Address & Phone: _____

SIGNATURE OF ALL APPLICANTS 18 YEARS OF AGE AND OLDER:

DATE: _____

DATE: _____

DATE: _____

Sage Springs Application

Requirements

Here at Sage Springs we try our best to prepare our potential residents to pass the screening requirements. Here is a list of papers that the screening process will require:

Application for Rental:

Minimum 2 years of clear, solid rental or housing history, signed and dated by all applicants 18 years or older.

Applicant Screening Criteria Disclosure:

Signed and dated by all Applicants 18 years or older.

Social Security Number (SSN):

In lieu of SSN please see page titled **List of Acceptable Documents.**

Government or State issued ID:

Drivers License, Military ID, Passport.

Proof of Income:

Recent paystub, current tax statement, job offer letter stating gross monthly income and hours to be worked.

ALL DOCUMENTS PRESENTED FOR SCREENING MUST BE UP TO DATE AND UNEXPIRED.

Rental Screening Services

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

All applicants are required to provide a government-issued photo identification (ID) and their Social Security Number (SSN) from list A. If an applicant does not have an SSN, they can provide an alternative document from list B.

List A	List B
Documents that establish Identity. All applicants must provide one of the following current, valid IDs along with their SSN.	If an applicant DOES NOT HAVE a SSN, the following can be submitted in lieu of an SSN.
<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, and address.</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). Provide the SSN if available.*</p> <p>3. ID card issued by a federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth and address.</p> <p>4. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.*</p> <p>5. For a nonimmigrant alien: a. Foreign passport; and b. Form I-94 or Form I-94(A) that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired.*</p> <p>6. School ID card with photograph in combination with birth certificate or other government issued document showing date of birth.</p> <p>7. Any of the following government-issued photo ID's: Voter's registration card; US Military card or draft record; Military dependent's ID card; US coast Guard Merchant Mariner Card; Native American tribal document; Driver's license issued by a Canadian government authority.</p> <p>8. Employment Authorization Document that contains a photograph (Form I-766)</p> <p>9. US Passport or US Passport Card.</p>	<p>1. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p> <p>2. If the applicant does NOT have an SSN, a permanent Resident Card or Alien Registration Receipt Card (Form I-551) can be provided in lieu of an SSN.*</p> <p>3. Authorization document issued by the Department of Homeland Security.</p> <p>4. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.*</p> <p>5. For a nonimmigrant alien: a. Foreign passport; and b. Form I-94 or Form I-94(A) that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired.*</p>

*Documents that establish identity AND can be provided in lieu of SSN at the same time.

Note: The ITIN is not recognized for the purpose of establishing ID or in lieu of SSN.