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APPLICATION SCREENING GUIDELINES AND PROCESS

Application Process:

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which we received them.
- We may require up to three business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.
- No growing of marijuana is allowed and no smoking marijuana inside the unit is allowed.
- All applicants must show proof of renters' insurance upon move-in.
- Applicants may be rejected on the demeanor in which they treat the employees of Campus Connection Property Management or other parties present.

Screening Guidelines:

Complete Application

- Each applicant over 18 will submit an individual application, a copy of their photo ID, and a \$50 application screening fee. The application screening fee is not refundable if application is denied.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).
- If an applicant is approved, a deposit to hold needs to be paid to CCPM within 48 hours of notification of approval.

Prior Rental History

- Rental history of 1 year must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with necessary information to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers or increased security deposits.
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Sufficient Income/Credit/Resources:

- Applicants must have a credit score of 600 or higher.
- Active or past collection activity will be viewed negatively and will likely be grounds for denial.
- If credit score is lower than 600 and there is no collections activity, tenant may be approved with either double the security deposit or a co-signer.
- If no credit is established, tenant may be approved with a co-signer or guarantor or by proof of financial aid from an accredited university.
- If applicant is a student and someone financially supports them, the financial supporter must email CCPM stating they are responsible for applicant's rent and they will be co-signing for applicant.
- Net household income should be at least 2.5 times the monthly rent (excluding utilities).
- Income/resources must be verified through pay stubs, financial aid letters, employer contact, current tax records, and/or bank statements.
- Exceptions may be made for applicants with qualified co-signers or increased security deposits.

Criminal/Public records Check:

- Criminal history will be considered and may lead to denial.
- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.

Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines.
- At the property owner's specific request, these screening guidelines may be waived in certain instances.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a screening report which includes criminal history, public records, and credit history.