



J&L Moore Property Management, LLC.

5247 Teresa Way, Central Point, OR 97502

Phone: (541) 664-3187 | Fax: (541) 664-4965

APPLICATION COVER LETTER

Thank you for your interest in renting with J&L Moore Property Management. Please review all information carefully, including the screening guidelines and application terms. To prevent delays or denial, make sure every section is fully completed, and all required documents are submitted.

Required Documents to Include with Your Application:

1. **Copy of Identification:** One piece of valid photo ID with a photograph is required for each applicant (e.g., Driver's License).
2. **Proof of Income:** Provide documentation showing your current income. When applicable, verification must show at least **12 consecutive months** with your current employer.
3. **Rental Assistance Documentation (if applicable):**
 - a. Proof of assistance amount from any government agency or third-party provider.
 - b. If your assistance requires an inspection, include the **inspection request form** (e.g., HUD Voucher and HUD Inspection Request).
4. **Application Fees:** Fees must be paid by **money order or cashier's check only**. No cash is accepted.

All completed applications and required documents may be submitted to:

J&L Moore Property Management, LLC

5247 Teresa Way Central Point, Oregon 97502

If you arrive outside office hours, a clearly marked **drop box** is available for your convenience.

If you have any questions during the process, please feel free to contact our office.

Sincerely,

J&L Moore Property Management, LLC



J&L Moore Property Management, LLC.
5247 Teresa Way, Central Point, OR 97502
Phone: (541) 664-3187 | Fax: (541) 664-4965

OFFICIAL USE ONLY

Applicant #: _____
Received: ____/____/____
Time: ____: ____ am/pm
Monthly Rent: \$ _____
Deposit: \$ _____
App Fee Amount: \$ _____
ID Examined: ☐ Yes ☐ No
Type of ID: _____

Approved: ☐ Yes ☐ No
Date: ____/____/____
Term: ☐ mtm ☐ Lease

APPLICATION TO RENT

\$45.00 Application Fee required per applicant over the age of 18
Cashier's Check or Money Order Only – No Cash!

Your Approximate
Move-in Date: ____/____/____

Property Address: _____
Address | City | State | Zip

PERSONAL INFORMATION

Full Name: _____ **Phone:** () _____ - _____
First Middle Last

Email: _____ **S.S.N. #:** _____

Birth Date: ____/____/____ **Driver's License: State & #:** _____

RENTAL HISTORY

Current Address: _____
Address | City | State | Zip

From: ____/____/____ Rent Amount: \$ _____

Current Landlord: _____ Telephone: () _____ - _____

Email: _____

Reason for Moving? _____

Previous Address: _____
Address | City | State | Zip

From: ____/____/____ → To: ____/____/____ Rent Amount: \$ _____

Current Landlord: _____ Telephone: () _____ - _____

Email: _____

Reason for Moving? _____

Previous Address: _____
Address | City | State | Zip

From: ____/____/____ → To: ____/____/____ Rent Amount: \$ _____

Current Landlord: _____ Telephone: () _____ - _____

Email: _____

Reason for Moving? _____

BACKGROUND**Have you ever:**

Been Evicted? - ☐ Yes ☐ No | Been sued by a Landlord? - ☐ Yes ☐ No | Filed Bankruptcy? - ☐ Yes ☐ No
Been convicted, pleaded guilty, or no contest to a crime? - ☐ Yes ☐ No

If yes to any of the above, please explain: _____

EMPLOYMENT/INCOME

Applicant's Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____ - _____

Job Title: _____ Take Home Pay (per month): \$ _____ ☐ Full-time ☐ Part-time

Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____ - _____

Job Title: _____ Take Home Pay (per month): \$ _____ ☐ Full-time ☐ Part-time

Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone: () _____ - _____

Job Title: _____ Take Home Pay (per month): \$ _____ ☐ Full-time ☐ Part-time

Other Income (per month): \$ _____ Source: _____ Telephone: () _____ - _____

Other Income (per month): \$ _____ Source: _____ Telephone: () _____ - _____

Other Income (per month): \$ _____ Source: _____ Telephone: () _____ - _____

BANK REFERENCES

Bank: _____ Branch: _____

Bank: _____ Branch: _____

Bank: _____ Branch: _____

PERSONAL REFERENCES

Next of Kin: _____ Telephone: () _____ - _____

Name

Address

Relationship

1. Emergency Contact: _____ Telephone: () _____ - _____

2. Emergency Contact: _____ Telephone: () _____ - _____

Other: _____ Telephone: () _____ - _____

PERSONAL PROPERTY

Type	Make	Model	Year	License #	State
Automobile 1					
Automobile 2					
Other Vehicle / Boat					

PERSONAL PROPERTY - CONTINUED**Do you own the Following?**Piano/Organ: ☐ Yes ☐ No | Water-filled Furniture: ☐ Yes ☐ No | Fish Tank/Aquarium: ☐ Yes ☐ No**Do have the Following?**Renter's Insurance: ☐ Yes ☐ No | **Pets or Animals:** ☐ Yes ☐ No | If yes, describe (breed, weight, age):**Pets & Animals Description**

	Type/Breed	Weight/Size	Age	Name
1				
2				
3				
4				
5				

Has Pets or Animals ever injured anyone or damaged anything? - ☐ Yes ☐ No

American Stafford-shire Terriers (Pit bulls), Rottweiler's or any cross with either of these breeds shall not be brought on the premises, nor allowed as pets at any time. If your service or companion animal requires a reasonable accommodation, please inquire with Owner/Agent.

Comments & Explanations: _____

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names, ages and dates of birth of other dependents to occupy unit:

Name	Relationship	Date of Birth

APPLICANT SCREENING CHARGE DISCLOSURE(S)

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 judgments, liens, evictions and status of collection accounts; c) information verification; d) current obligations and credit ratings; and e) criminal records. Owner/Agent is requiring payment of an Applicant Screening Charge **\$45.00** per applicant over the age of 18, none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to two weeks from date of receipt by Owner/Agent.

Check One:☐ I have viewed the rental unit inside and out, in person or through a representative I authorized.☐ I have Not viewed the rental unit in person. I am relying on the photos and/or description provided by the Owner/Agent.

By signing I understand I am renting the premises in its current cosmetic condition. I agree that I've had the opportunity to view the premises inside and out. I have completed any inspections or investigations of the Premises and am satisfied with the physical and cosmetic condition of the Premises. I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application 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 limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines. I understand that by signing I agree with the Terms and Guidelines of Application agreement that is attached.

Applicant Signature_____
Date

Terms of Application Agreement

While some of the information below may not apply to your situation, there are some provisions that may become applicable prior to signing a Rental Agreement.

1. Application Fee (non-refundable). You have delivered to our representative an application fee in the amount indicated above, and this payment only partially covers the cost of administrative paperwork. It's nonrefundable.

2. If You Withdraw. You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees and deposit to hold as liquidated damages, and the parties will then have no further obligation to each other.

3. Refund After Non approval. If you or any co-applicant are disapproved or deemed disapproved, we will not refund your application fee or your deposit to hold.

4. Completed Application. An application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us. If you have failed to fill out the application and there are items which are not checked your application could be considered incomplete.

5. Non approval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

6. If You Fail to Sign the Rental Agreement After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 working days after we give you our approval in person, by email, or by fax, within 3 days after we mail you our approval. If you or any co-applicant fails to sign as required, we will keep the application fee and any deposit to hold as liquidated damages and terminate all further obligations under this Agreement.

7. Deposit to hold. In addition to any application fee, you must within 3 days working days after we give you our approval deliver to our representative a deposit to hold which has been agreed upon or required by us. This deposit to hold must be delivered as a certified fund i.e. Money Order or Cashier's Check. The deposit to hold is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw.

8. Extension of Deadlines. The deadline can only be extended by J & L Moore Property Management, LLC. for signing of the Rental Agreement.

9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Rental Agreement, and (2) all applicable rents and security deposits have been paid in full.

10. Signature. Our receiving of this application gives us consent only to process this Application Agreement. It does not bind us to accept the applicant or to sign the proposed Rental Agreement.

Application Screening Guidelines

Application Process:

1. We offer application forms to everyone who inquires about the rental.
2. We have equal housing opportunities for all persons.
3. We review completed applications in the order in which we receive them.
4. We may require up to three business days to verify information on a application.
5. If we are unable to verify information on an application, the application may be denied.

Screening Guidelines:

1. Complete Application.
 - a. Each applicant must submit an individual application.
 - b. We will not review incomplete applications.
 - c. We will accept the first qualified applicant(s).
 - d. Any false or unverifiable information given on the application will result in denial of your application.
 - e. The application must state clearly who will be residing there. Full names and dates of birth are required. No more than two people per bedroom & one per living room.
2. Identification.
 - a. Applicants must show one (1) piece of identification with photograph.
3. Employment.
 - a. We will talk with your employer to verify your income, employment stability and the outlook for your continued employment.
 - b. You must provide a minimum of (2) Years of verifiable employment or income history, which must include beginning and ending dates for each employer.
 - c. You must provide verification of at least 12 consecutive months with their current employer when applicable.
 - d. Failure to meet the above employment-history standards will not automatically result in denial.
4. Prior Rental History.
 - a. Rental history of two (2) years must be verifiable from unbiased/unrelated sources.
 - b. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
 - c. Exceptions may be made for applicants with increased deposits.
5. Sufficient Income/Resources:
 - a. Income must be 2X the Monthly Rent.
 - b. If you have subsidized income, you must make 2X YOUR SHARE of the Monthly Rent
 - c. All sources of Income will be considered
6. Evictions/Criminal/Credit/Public Records Check.
 - a. Negative reports may result in denial of application. Applicants are encouraged to provide Supplemental Information to explain, justify or negate the relevance of potentially negative screening outcomes.
 - b. No evictions within the past five years. We do not consider evictions which took place five years or more ago, nor do we consider evictions which resulted in a dismissal or a general judgment for the Applicant. We also do not consider eviction judgments that were rendered during the COVID-19 Protected Period (April 1, 2020 - February 28, 2022).
 - c. Criminal convictions or pending charges which may result in an Application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety or right of peaceful enjoyment of the premises of the Residents or Owner/Agent but not including pending charges or crimes that are no longer illegal in the state of Oregon, or charges that are pending but for which the Applicant is presently participating in a diversion, conditional discharge or deferral of judgment program on the charges.
 - d. Criminal History will be evaluated on a case-by-case basis, taking into consideration the nature and severity of the incidents that would lead to denial, the number and type of incidents, the time that has elapsed since the date the incidents occurred, and the age of the individual at the time the incidents occurred.
 - e. We may require you to submit a copy of your credit report obtained within the past 30 days. Negative credit reports may result in denial of Application. Negative reports include, but are not limited to: late payments, collections, judgments, total debt load, and pending bankruptcy excepting nonpayment balances that accrued during the COVID-19 Protected Period (April 1, 2020 – February 28, 2022).

We strongly encourage every applicant to see the rental unit before signing a rental agreement — in person, or through a representative you authorize to view it for you. We can also provide current photos of the unit on request. If none of these options work for you, please contact our office and we will work with you on an alternative, including a detailed verbal description of the unit. Your rental agreement cannot be canceled because the unit's cosmetic condition differs from what you expected. Before signing, each approved applicant will confirm they are satisfied with the unit's condition based on their viewing, the photos provided, or information from their representative.

Screening Process:

1. We determine, based on the application, whether the applicant meets our screening guidelines.
2. We verify income and resources.
3. We check with current and previous landlords.
4. We obtain a credit report, a criminal records report and public records report.
5. We will process applications on a first come, first serve basis.

To help expedite the screening process please provide the following:

1. Providing a copy of your last 3 pay stubs.
2. If you are self-employed, we need copies of your last two years of income tax returns.
3. If you are retired, we need copies of your pension statement, or social security statement, tax returns, or other supporting documents.
4. If you receive public assistance or food stamps (and wish this to be considered), provide copies of award letters and or other confirming documentation.
5. If you receive child support or alimony (and wish it to be considered), provide court award letters, bank statements and the like. We need to verify the amount, dependability, and longevity.