



BB Management Group
 7150 SW Fir Loop, Suite 100
 Tigard, OR 97223
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Rental Application

TO BE COMPLETED BY EACH ADULT APPLICANT
Equal Housing Opportunity
 Date and Time Application Received _____

Form of Payment: Cash Check Square (Card)

Property Address: _____
 Monthly Rental Amount: \$ _____ Screening Charge \$50.00 Preferred Move-In Date: _____
 How did you hear about us? (Please check one) Craigslist Google For-Rent Sign Other _____

Applicant Information

Applicant _____ Email: _____
 Date of Birth _____ SS# _____ Drivers License # / State _____
 Current Address: _____
 City: _____ State: _____ Zip: _____
 Move-In Date: _____ Applicant Phone: () _____ Cell: () _____
 Current Landlord/Mgr. _____ Landlord Phone: () _____
 Previous Street Address (or Apartment Name) _____
 City: _____ State: _____ Zip: _____
 Previous Landlord/Mgr. _____ Landlord Phone: () _____
 Applicant's Employer: _____ Phone: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Job Title: _____ How Long (Date Hired): _____
 Take-Home Pay \$ _____ Other Income \$ _____ Source: _____
 Previous Employer: _____ Phone: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Job Title: _____ How Long (Date Hired): _____
 Take-Home Pay \$ _____

Rent, Deposits, Fees

THE FOLLOWING IS SUBJECT TO CHANGE PRIOR TO EXECUTION OF RENTAL AGREEMENT

The following are maximum amounts. The actual amount charged will depend on screening results and other factors. Unit Rent: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Security Dep. Minimum \$ _____ (\$25.00 less than stated rental amount)	Smoke Alarm/Carbon Monoxide Alarm Tampering Fee \$ 250.00 Non-Compliance Fee* \$ 50.00 1. Late Payment of Utility 2. Failure to Clean Pet Waste 3. Failure to Clean Garbage/Rubbish 4. Parking Violations or Improper Use of Vehicles *Not to exceed \$50 per non-compliance 5. Smoking on premises and/or in designated non-smoking area 6. Keeping an unauthorized pet capable of causing damages to persons or property *not to exceed \$50.00 per non-compliance for violation after warning letter, \$50.00 plus 5% of monthly rent for every subsequent violation
	Security Dep. Maximum \$ _____ (Depends on screening results and unit size)	
	Other: \$ _____	
	Other: \$ _____	
	Late Rent Payment Fee \$100.00	
Applicant's Initials: _____	Dishonored Check Fee: \$35 + Bank Charges	
	Lease Break-Actual Damages	

References

Checking Account (Bank): _____ Name on Account: _____
 Savings Account (Bank): _____ Name on Account: _____
 List all other outstanding debts (Attach additional sheet if necessary): _____
 Have you ever been evicted? Yes No If Yes, Date: _____
 Have you or any other person who will be occupying the unit ever been convicted of, or pled guilty or no contest to, any felony or misdemeanor? Yes No If Yes, Who: _____ Where: _____ When: _____
 What: _____

Occupants

People (Including Applicant)		Vehicles			
Name: _____	Date of Birth: _____	Make: _____	Model: _____	State: _____	Plate #: _____
Name: _____	Date of Birth: _____	Make: _____	Model: _____	State: _____	Plate #: _____
Name: _____	Date of Birth: _____	Make: _____	Model: _____	State: _____	Plate #: _____
Name: _____	Date of Birth: _____	Make: _____	Model: _____	State: _____	Plate #: _____

Other

Animals (Subject to approval by management): Deposit increases by \$500.00/pet over 25lbs. \$250.00/pet under 25lbs. No pets less than 2 years old. 2 pet maximum.

Type/Breed: _____ Size/Weight: _____ Age: _____ Spayed/Neutered: _____
Type/Breed: _____ Size/Weight: _____ Age: _____ Spayed/Neutered: _____

In case of an emergency notify (please list someone other than co-applicants):

Name: _____ Relationship: _____ Phone: () _____

Do you intend to use: Water Filled Furniture Aquarium Musical Instrument _____

Do you have renter's insurance? Yes No

Why are you vacating your present place of residence? _____

Have you given legal notice where you now live? Yes No

Applicant Screening Disclosures:

BB Management Group, LLC. has charged a screening fee as set forth above, none of which is refundable unless the agent does not screen the application. BB Management Group may obtain a tenant screening or credit report that generally consists of:

- 1) credit history including credit standing;
- 2) public records, including but not limited to judgments, liens, evictions and status of collections accounts;
- 3) current obligations and credit ratings; and
- 4) criminal records.

Agent is requiring payment of an Application Screening Charge in the amount of \$50.00 none of which is refundable unless the agent does not screen the application. Application is valid for 30-days from the date of receipt by agent. You are required to submit the security deposit in full within **48 hours** of being notified that your application has been approved or you can lose the home. **Approved applicant must take possession of property within 2-weeks if a home is readily available or if available date is Not listed as "Available Now," Approved applicant must take possession of property on date advertised.**

Screening Company: Background Investigations, Inc.

Address: 27600 SW 95th Ave, Wilsonville, OR 97070

Phone: (503) 905-2955

Web: www.biinc.com

All properties managed by BB Management Group, LLC. are Non-Smoking properties.

I understand I have the right to dispute the accuracy of the information provided by a screening service or credit reporting agency. It is understood that no other occupants or pets, other than those listed above, will occupy the premises. I am aware that incomplete or false information on this application may cause delay and/or denial. I certify that the provided information is complete and accurate and hereby authorize BB Management Group, LLC. To make the necessary inquiries to establish rent worthiness. Applicant acknowledges receiving and reading the attached Rental Screening Criteria.

I have received and read the BB Management Group, LLC. rental criteria.

Applicant: X _____ Date: _____

Picture I.D. Verified:

Agent: X _____ Date: _____

Agent Notes: _____

Insurance

Tenant is required to obtain **Renter's Insurance** and agrees to list **Bb Management Group, LLC** as Additionally Insured on the tenant's policy. **Tenant is required to maintain proper coverage during the specified duration of lease. *Please note, Tenant will not be issued keys to the property until management is in receipt of proper Certificate of Insurance Coverage.***

Privacy Policy for Personal Information of Applicant

Bb Management Group is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your social security number and or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents you provide us, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as rental, credit, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your social security and or other governmental identification numbers. We keep all documents containing this information in a secured area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your social security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized persons will have access to it. Our disposal methods may include physical destruction or obliteration of paper documents or electronic files containing such information.

Thank you for your interest in a Bb Management Group Property

Bb Management Group does not discriminate based on: race, color, religion, marital status, National origin, sex, sexual orientation, familial status, disability or source of income. We comply with Federal, State and local laws concerning Fair Housing