

## Application Screening Criteria / Disclosure

SB19-1106 requires we disclose our fees incurred in running your application. *Reflection Realty LLC* is charged \$17.00 per applicant from AppFolio and Reflection Realty LLC expense to complete the application is between \$38.00 and \$55.00 depending on the amount of additional information required to complete your application.

1. **A complete application to include a completed Pet Screening through <https://reflectionrealty.petscreening.com>.** *Before* dropping off your application, please complete pet screening online regardless of whether you have a pet or not. Please see our **Pet Policy on Paw Scores** for rental fees. One application is required for each person 18 years of age and older. We will not accept an incomplete application.
2. **Rental history verifiable from unbiased sources:** it is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.
3. **Sufficient income/resources:** Provide a copy of your most recent paystub or offer letter if applicable. Disability income must include a copy of the award letter. Income taxes must be verifiable through pay stubs, employer contract, or tax records. All other income, including self-employment, must be verifiable through tax records or 6 months' worth of bank statements. For Housing, VA or other voucher programs, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion. Child support or spousal support must be verified through a registry and have 6 months' worth of payments made through that registry to be used as income.
4. **Credit requirements:** Reasonable credit is required. Outstanding collections, bankruptcy, repossession, lien, judgment, etc. may result in denial or additional deposits being required by the owner. Negative credit 7 years old and older cannot be a reason for denial.
5. **Criminal History:** Applicants with violent criminal charges, meth charges, sex offenders may result in denial. Any other criminal charges 5 years or older cannot be a reason for denial. Arrests alone are not grounds for denial.
6. **Your application is subject to denial if:**
  - a. You make any derogatory statement and/or show combative behavior at any time during the process.
  - b. You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement can be terminated.
  - c. Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
    - i. Repeated disturbance of the neighbor's peaceful enjoyment of the area.
    - ii. Damage to the property beyond normal wear.
    - iii. Allowing persons not on the lease/rental agreement to reside on the premises.
    - iv. Failure to give proper notices when vacating the premises.
    - v. Previous landlords would be disinclined to rent to you again for any reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.

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[www.reflectionrealty.net](http://www.reflectionrealty.net)



7. **Variance policy:** Failure to meet the screening criteria, as stated, may be grounds for denial of application or payment of an additional deposit.
8. **Application Processing:** Applications can take two-three (2-3) business days or longer to process, depending on rental history verification, and access to owners for approval. We accept simultaneous applications on properties with disclosure to each applicant. It is prospective tenants' choice to run in competition or not. Sight unseen applications are accepted, although not encouraged.
9. **APPLICATION FEES: ONCE APPLICATION IS SUBMITTED FEES ARE NON-REFUNDABLE**
10. **Credit/Criminal Information:**  
Consumer credit reports information is obtained from:  
**TransUnion**  
P.O. Box 390  
Springfield, PA 19064  
(800) 916-8800  
  
FED (eviction) and criminal information is obtained from:  
**Background Investigations**  
P.O. Box 2228  
Lake Oswego, Oregon 97035  
(503) 639-6000
11. **Upon Acceptance:**  
If you are accepted, you be required to sign the necessary rental lease agreement and addendums. In which you will agree to abide by the rules of the rental unit or community. A complete copy of our rental agreement is available at our office for anyone who would like to review it.

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## **Residential Benefits Package (RBP):**

The Resident Benefits Package (RBP) delivers savings and convenient professional services that make taking care of your home second nature. **Applicant agrees to be enrolled and pay the applicable cost of \$30.00 per unit with your rent each month.**

Your RBP may include (subject to property mechanicals or other limitations):

- Changing filters, a known tenant responsibility, is now as easy as opening the front door. For our properties with HVAC, we've made every effort to ensure your obligation to change the filter(s) is as easy as possible by having them delivered to your door approximately every 90 days, or as required by your system. This service helps you save up to \$250 per year, improves your indoor air quality, and reduces the hassle and liability of repairs.
- Utility concierge service: in one call, set-up your general utility services, cable, and internet services – all at the best price available.
- A resident rewards program that helps you earn rewards for just enrolling and paying your rent on time; enjoy saving on everyday expenses for a premier rental experience.
- Credit building to help boost your credit score with timely rent payments.
- Twenty-Four/Seven (24/7) online maintenance reporting aimed at making reporting those pesky maintenance issues easy and timely.
- Easy access to your account, documents, and communication resources through our convenient online portal.
- We know you're busy, so choose from a variety of ways to make your rental payments online.
- Vetted vendor network: we find qualified technicians, and you can feel comfortable knowing they are reputable, licensed, and insured.
- Periodic preventive maintenance walk-through to ensure your experience is comfortable and that your home is kept in tip-top condition.
- Waived or reduced fees (policies apply): We understand that life happens so we will grant you a one- time waved late fee per calendar year.

PLEASE NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or any other limitation at a specific property.

## Pet Policy

*Reflection Realty, LLC* stands a cut above the rest to provide a home best suitable for our tenants as well as their beloved companions. We understand that pets play a significant part in many people’s lives, so we strive to allow most breeds in our rental properties. Please make sure to ask if the property that has caught your eye accepts pets as some restrictions may apply. Pet screening profiles are required for every applicant applying for one of our properties. Pet screening provides a risk level assessment for each pet profile which is based on the overall risk of the pet. Pet fees are based upon the *Paw Score Risk Levels*. Pet screenings & policy affirmations can be completed by going to <https://reflectionrealty.petscreening.com> to obtain your paw score(s).

Regardless of prior consent, *Reflection Realty, LLC* reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any of the people in the property or the community.

*Reflection Realty, LLC* charges a pet fee each month for each of your pets. The term “pet fee” is simply a fee you will pay with your property rent. The charges breakdown as follows for each “Paw Score” risk level and non-traditional pets:

### Pet Processing and Lease Addendum Fee for Pets\*

				
<b>1 Paw - \$65</b>	<b>2 Paw - \$55</b>	<b>3 Paw - \$45</b>	<b>4 Paw - \$35</b>	<b>5 Paw - \$25</b>

### Pet Fee (Paid Monthly with Property Rent to Reflection Realty, LLC)

*Dogs & Cats	Based Upon Paw Score
Birds (per cage)	Small Breed - <b>\$10</b>
Small Breed (i.e. Budgies & Finches)–Large Breed (i.e. Parrots & Cockatoos)	Large Breed - <b>\$25</b>
Caged Pets (per pet) (Hamsters, Gerbils, Guinea Pigs, Reptiles, Ferrets, Amphibians etc.)	<b>\$10</b>
Water Filled Tanks “Fish Tanks” (Per Tank Over 10gal) *max of 40 gal	<b>\$10 per 10 gallons</b>

\*Please note some properties require an additional pet rent and pet deposit.

## Reflection Realty

Landlord's Agent: A landlord's agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith, loyalty, and fidelity. The agent negotiates on behalf of and acts as an advocate for the landlord. The landlord's agent must disclose to potential tenants all adverse material facts actually known by the landlord's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Applicant's gross monthly income must be at least three (3) times the rent to qualify.

Property Applied For: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

5B19-1106 requires we disclose our fees incurred in running your application. A *Cut Above Property Management, Inc.* is charged \$17.00 per applicant from AppFolio and *Reflection Realty's* expense to complete the application is between \$38.00 and \$55.00 depending on the amount of additional information required to complete your application.

FOR OFFICE USE ONLY: Approved by: \_\_\_\_\_ Today's Date: \_\_\_\_\_ App Fee Pd: Yes:  No:

**Tenant understands Resident Benefits Package (RBP) of \$30.00 monthly, payable with rent:** Yes:  No:

I/we understand that a credit report will be ordered in conjunction with this rental application; and a criminal investigation/records check may be ordered in conjunction with this application. In the event any derogatory, inaccurate, substantially false, or unverifiable information is listed below, or on my/our credit report(s), or in my/our criminal investigation check(s), I/we understand that this application to rent may be turned down by **REFLECTION REALTY**. I/we specifically authorize **REFLECTION REALTY** to verify my/our employment and mortgage or rental history in conjunction with processing this application.

In the event more than one application is received for a property, the more qualified applicant will be offered a lease on the property. This application shall become a part of your lease if you are accepted. Any misstatement or inaccuracy, whether intentional or inadvertent, shall be grounds for us to terminate any lease you enter. A **fifty-five dollar (\$55.00)** non-refundable application fee is charged to each adult applicant to defray processing and credit report costs. Please obtain your receipt when you turn in this application. Personal checks and debit/credit cards are **not accepted** for application fee. The balance of the Security Deposit is due within **twenty-four (24) hours** of application approval.

I/We understand that should your application be accepted, and you move into the property, you agree and approve that communication can transpire thru voice, email and or text.

**YOU MUST COMPLETE ENTIRE APPLICATION, EXTERNAL PET SCREENING,  
AND PROVIDE PROOF OF INCOME DOCUMENTATION FOR ENTIRE HOUSEHOLD  
BEFORE IT WILL BE ACCEPTED.**

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**Applicant One (1) Information:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Jr./Sr. \_\_\_\_\_  
SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

**CURRENT ADDRESS (Need Full Three (3) Years of History):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Time at Residence: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Landlord:  or Mortgage Holder:  Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

**PREVIOUS ADDRESS (If at Current Address for Less than Three (3) Years):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Time at Residence: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Landlord:  or Mortgage Holder:  Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

**EMPLOYEE STATUS:** Full-Time:  Part-Time:  Unemployed:  Student:  Retired:

Employer's Name: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_  
How Long: \_\_\_\_\_ Position: \_\_\_\_\_ Rank/Rate/Pay Grade: \_\_\_\_\_  
Monthly Income (Gross): \$ \_\_\_\_\_ Other Source of Income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**IN CASE OF EMERGENCY: (Cannot Be A Spouse or Significant Other):**

Nearest Living Relative: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Relationship: \_\_\_\_\_

**VEHICLE INFORMATION:** Auto Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**CRIMINAL INFORMATION:** Have you ever been convicted of or pled guilty to a crime? Yes:  No:  If **yes**, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**CREDIT INFORMATION:** Bank: \_\_\_\_\_ Address: \_\_\_\_\_  
Account #: \_\_\_\_\_ Checking #: \_\_\_\_\_ Savings #: \_\_\_\_\_ Other: \_\_\_\_\_

**TENANTS:** Will anyone not listed on application be staying in the home including minors/children? Yes:  No:  If **Yes**,  
how many and what is/are relationship(s) and ages: \_\_\_\_\_  
\_\_\_\_\_

**PETS:** Yes:  No:  How many? \_\_\_\_\_ Type(s): \_\_\_\_\_ Breed(s): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Initial After Reading: \_\_\_\_\_

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**Applicant Two (2) Information:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Jr./Sr. \_\_\_\_\_  
SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

**CURRENT ADDRESS (Need Full Three (3) Years of History):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Time at Residence: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Landlord:  or Mortgage Holder:  Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

**PREVIOUS ADDRESS (If at Current Address for Less than Three (3) Years):**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Time at Residence: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_  
Landlord:  or Mortgage Holder:  Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

**EMPLOYEE STATUS:** Full-Time:  Part-Time:  Unemployed:  Student:  Retired:

Employer's Name: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_  
How Long: \_\_\_\_\_ Position: \_\_\_\_\_ Rank/Rate/Pay Grade: \_\_\_\_\_  
Monthly Income (Gross): \$ \_\_\_\_\_ Other Source of Income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**IN CASE OF EMERGENCY: (Cannot Be A Spouse or Significant Other):**

Nearest Living Relative: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Relationship: \_\_\_\_\_

**VEHICLE INFORMATION:** Auto Make: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**CRIMINAL INFORMATION:** Have you ever been convicted of or pled guilty to a crime? Yes:  No:  If **yes**, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**CREDIT INFORMATION:** Bank: \_\_\_\_\_ Address: \_\_\_\_\_  
Account #: \_\_\_\_\_ Checking #: \_\_\_\_\_ Savings #: \_\_\_\_\_ Other: \_\_\_\_\_

**TENANTS:** Will anyone not listed on application be staying in the home including minors/children? Yes:  No:  If **Yes**,  
how many and what is/are relationship(s) and ages: \_\_\_\_\_  
\_\_\_\_\_

**PETS:** Yes:  No:  How many? \_\_\_\_\_ Type(s): \_\_\_\_\_ Breed(s): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## RENTAL APPLICATION DISCLOSURE

Any individual may put in an application to rent one of our properties sight unseen.

**WITHIN TWENTY-FOUR (24) HOURS of APPROVAL:**

- *Resident* will pay the balance of the security deposit with a money order, cashier's check, or bank check.
- Sign the lease, which is **NOT** subject to change.
- Return the lease via fax, email, or overnight mail.

The *Resident* acknowledges that they are accepting this property in an **"AS IS"** condition. If the *Resident* changes their mind, they in fact, **FORFEIT ALL** monies paid.

*Reflection Realty, LLC* is not held harmless from any decision a perspective *Resident* makes on a property applied for unseen, and *Resident* will **NOT** be released from any liability or responsibility from lease should said *Resident* be accepted, signed the lease via fax, email and/or mail and then change their mind when they arrive in town to take possession of the home they applied and were approved for.

<input checked="" type="checkbox"/> _____ Prospective Resident One (1) Signature	<input type="text"/> Date	<input type="text"/> Print Name
<input checked="" type="checkbox"/> _____ Prospective Resident Two (2) Signature	<input type="text"/> Date	<input type="text"/> Print Name
<input checked="" type="checkbox"/> _____ Prospective Resident Three (3) Signature	<input type="text"/> Date	<input type="text"/> Print Name
<input checked="" type="checkbox"/> _____ Prospective Resident Four (4) Signature	<input type="text"/> Date	<input type="text"/> Print Name