



PO Box 2373, Corvallis, OR 97339  
Tel 541 602 9860  
E-mail [corvallispm@gmail.com](mailto:corvallispm@gmail.com)  
[www.cpm-now.com](http://www.cpm-now.com)

### Renting Criteria and Qualifications

*A rental application must be processed on all prospective residents 18 years or age or older, and a non-refundable application fee of \$30.00 paid for each applicant who is 18 yrs or older. The application fee is paid online at time of background and credit check approval. All prospective residents will be qualified on the following three (3) criteria: Rental history, income/employment, and background/credit history. Falsified information will be grounds for denial. Applications will be processed in the order they are received.*

### To Apply:

1. Go to [www.cpm-now.com](http://www.cpm-now.com) and click apply for the applicable property.
2. Every prospective tenant over the age of 18 must complete an application.
3. You will need to email a scanned copy (or make other arrangements to deliver) a copy of a State or Government issued Photo ID to [corvallispm@gmail.com](mailto:corvallispm@gmail.com) for EACH applicant over 18.
4. You will need to email (or make other arrangements to deliver) us a **signed** and scanned copy of page 2 of this packet – “Consent to check references and perform credit check”.
5. After you have completed steps 1-4, the Corvallis Property Management LLC staff will review your application. Our office will be sending out an email requesting approval of a credit/background check done via Transunion. There is a \$30 fee that is to be paid online at this time pending your approval.
6. If all rental qualifications are met, you will be notified once you are approved for tenancy. You will have two business days to pay a required deposit to hold if the specified unit is not yet available for move-in, or sign a rental agreement and pay the amount due in the agreement if the unit is available for move-in.

### Renting Qualifications:

The criteria for approving your application will be based on the following:

1. You must have verifiable rental history resulting in a positive feedback for a minimum of 12 months.
2. You must have verifiable combined gross income of 3 times the amount of monthly rent. If self employed, copies of the last year tax return may be required.
3. You must have a satisfactory credit rating. If you don't, you will need a co-signer who meets the minimum requirements of the rental qualifications or you may be required to pay additional security deposit. Satisfactory credit report means none of the following are present: non-medical items that are 60 days past due or greater; garnishments; repossessions; liens; judgment; or collections.
4. A criminal background search and credit check will be performed. Actual evictions that occurred within the past 5 years will be grounds for denial. Felony convictions involving the following may be grounds for denial of application:
  - (a) A drug-related crime;
  - (b) A person crime;
  - (c) A sex offense;
  - (d) A crime involving financial fraud, including identity theft and forgery; or
  - (e) Any other crime if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect: (A) Property of the landlord or a tenant; or (B) The health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord's agent.

The reporting agency we will be using is TransUnion SmartMove. You may make a dispute by reaching TransUnion's SmartMove Customer Service at **866-775-0961** or by mail:

TransUnion LLC  
Consumer Dispute Center  
P.O. Box 2000  
Chester, PA 19022

The Fair Credit Reporting Act gives you the right to dispute any incorrect information on your report from the reporting agency listed above. If your application is denied due to any information which is disputed, your application will be suspended until the dispute process is complete. Upon resolution, if an appropriate unit is available, the processing of your application will be completed. No unit will be held pending the resolution of the dispute.

**CO-SIGNER:** In order for a co-signer to be accepted, see separate Co-signer criteria.

**PETS:** Some of our units allow pets. Please inquire.

**SMOKING:** No Smoking allowed inside any of our units. Some of our properties allow smoking in outdoor areas.

**RENTERS INSURANCE:** Corvallis Property Management LLC does not require renters insurance. However, renters insurance is strongly recommended.

*Equal Opportunity Housing: Corvallis Property Management, LLC does not discriminate based on race, color, sex, family status, religion, handicap, disability, national origin, marital status, sexual orientation, or source of income.*

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### Consent to Contact References and Perform Credit Check

I authorize Corvallis Property Management, LLC to obtain information about me from my credit sources, current and previous landlords, employers, and personal references, to enable them to evaluate my rental application.

I give permission for the landlord or its agent to obtain a consumer report about me for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose. I understand a background check will be performed.

Applicant signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_