

TAKE THE STEPS TO A NEW HOME

- Go online to www.village-properties.com or pick up an updated inventory list and choose the homes you would like to see.
- Call and schedule an appointment with a Long Term Rental Specialist to walk through the homes of your choice.
- Choose the home you would like to move into.
- Obtain an application from your Long Term Rental Specialist after the walk through, from our office at 2 Country Mall in Sunriver, by fax or by mail.
- Submit your completed application to your Long Term Rental Specialist with a \$35.00 application fee **per** adult that will reside in the home.

We review all applications in the order received. Please allow up to 4 working days to completely process your application.





APPLICANT SCREENING GUIDELINES

- ❖ We offer rental applications to everyone who inquires about a long-term rental on our program.
- ❖ A non-refundable screening charge of \$35.00 per applicant must be paid at the time of application.
- ❖ We review completed applications in the order in which we receive them.
- ❖ We may require up to 5(five) business days to verify information on the application.
- ❖ If we are unable to verify information on an application, the application may be denied.
- ❖ Rental units must have adequate number of bedrooms for occupants applying.

SCREENING GUIDELINES

Complete Application

- ❖ Each adult must submit an individual application.
- ❖ All applications must be complete.
- ❖ We will accept the first qualified applicant(s) in the order the applications were received.

Identification

- ❖ Applicants must show picture identification.

Prior Rental History

- ❖ Continuous rental history of 2 years must be from verifiable unbiased/unrelated sources.
- ❖ 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.
- ❖ Application may be denied if FED has ever been filed.
- ❖ If no 30-day notice to vacate was given to previous landlord, or violation notices were served during any tenancy, your application may be denied.
- ❖ Exceptions may be made for applicants with qualified co-signer or increased deposits/rent.

Sufficient Income/Resources

- ❖ Rent cannot exceed 35% of monthly gross household income.
- ❖ Income/Resources must be verifiable through employer, pay stubs, current tax records and/or bank statements.
- ❖ Exceptions may be made for applicants with qualified co-signer or increased deposits/rent.

Credit/Criminal/Public Records Checks

- ❖ A credit check and/or criminal/public records check may be performed.
- ❖ Negative reports may result in denial.
- ❖ Any individual who is a current illegal substance abuser, or has been convicted of possession, illegal manufacture or distribution of a controlled substance may be denied tenancy.

Screening Process

- ❖ We determine based on the application, whether the applicant meets our screening guidelines.
- ❖ We verify income and resources.
- ❖ We check with current and previous landlords.
- ❖ We obtain a credit report, criminal records and public records, including FED information.

Approval

- ❖ If approved, the applicant must deliver a deposit to hold, equal to the required deposit amount for the home the applicant is applying for, by the end of the next business day or we will make the home available to the next qualified applicant. We charge a \$100.00 non-refundable administrative fee upon move in and a \$250.00 non-refundable cleaning fee.
- ❖ Tenant must provide proof of utility transfer prior to receiving keys and assuming possession of property.