



**BELL REAL ESTATE, INC.**  
**630 River Rd. Eugene, OR 97404**  
**Telephone: (541) 688-2060 FAX: (541) 688-9728**  
**COMMERCIAL APPLICANT SCREENING CRITERIA**

Date: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

CURRENT ADDRESS OF APPLICANT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SCREENING FEES: \$50.00 PER INDIVIDUAL/COMPANY**  
**CASH OR MONEY ORDER ONLY. NO CHECKS ACCEPTED.**

**Applicant is urged to review the screening criteria to determine if the requirements can be met. If any applicant needs assistance in the application process, please advise the landlord. Non-English speaking applicants may provide an interpreter to assist. Our company may consider a valid explanation for any difference from the requirements if provided by the applicant(s). If necessary, provide additional information or explanations on a separate piece of paper. Failure to meet the screening criteria may be grounds for: (1) the denial of the application or (2) the requirement of a co-signer who will also be required to meet the screening criteria and/or (3) the requirement of payment of an additional deposit. Upon discovery, any incomplete, inaccurate, illegible or falsified information may be grounds for rejection of the application or termination of the execution agreement or rental agreement.**

### 1. APPLICATION PROCESS

- A completed application that is legible, verifiable and accurate must be submitted by the owner/business representative who is over the age of 18 or:
  - Under the age of 18 who is living apart from the person's parent, parents or legal guardian and who is either: 16 or 17 years of age; emancipated; married; pregnant and expecting the birth of a child who will be living in the physical custody of the person or; the parent of a child or children who are living in the physical custody of the person (ORS 109.510 and 109.697).
- Applicant shall provide two (2) pieces of identification, one of which contains a personal picture.
- An applicant screening charge of \$50.00 per applicant/business shall be paid at the time of application. **This charge is NONREFUNDABLE and must be paid in CASH OR MONEY ORDER. NO CHECKS ACCEPTED.**
- We will verify rental history, business references, employment information and may obtain a criminal report and a credit for the owner of the business to verify financial information.
- If the application is denied in whole or in part on information received from the screening, the applicant will be notified in writing of that fact at the time of denial. If you are denied due to your credit report information, we will provide you with the name and address of the credit reporting agency to allow you to obtain a copy of the report and correct any inaccurate information.

### 2. SOURCE AND AMOUNT OF INCOME

- Total business income shall be three (3) times the amount of monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following:
  - Copies of the businesses last tax return.
  - Balance in bank accounts and/or available loans
  - If other income, copies of investment reports or other financial data that can prove source, amount, frequency and duration of income.

### 3. INCOME AND DEBTS

If the applicant has monthly credit card or installment payments, the rent and utilities may not be more than one-third of the total monthly income. If the applicant does not have credit card or installment payments, rent and utilities shall be not more than 50% of the total monthly income.

### 4. RENTAL REFERENCES

The applicant shall provide information necessary to verify business rental for the past two (2) to five (5) consecutive years. New businesses may require a co-signer and/or an additional security deposit. Inability to contact and verify your rental history with your landlords after two attempts may result in the denial of your application.

**5. LIMITATIONS**

- Vehicle parking may be limited at certain properties.
- Pets are only permitted at certain properties. German Shepherds, Doberman Pinchers, Rottweilers, and Pit Bulls are strictly prohibited at all Bell properties.
- Commercial units are non-smoking units unless specified in the lease; smoking is allowed on the exterior of the unit only with proper cleanup and disposal of cigarette butts, etc.
- Modifications to the property are generally at the renter’s expense unless agreed to in writing by the agent/owner.

**6. ARREST AND CONVICTIONS**

Arrests and/or convictions of civil and criminal activity may be evaluated. Any individual whose occupancy could constitute a direct threat to health or safety of other individuals or could result in physical damage to the premises will be denied.

**7. DEMEANOR AND BEHAVIOR**

The demeanor and behavior of applicants during the application process and prior to signing the rental agreement will be considered. We may require the presence of all possible occupants for the application interview.

**8. ACCEPTANCE POLICY**

When you are notified that your application has been approved, you have 24 hours to bring in the security deposit in certified funds (money order or cashiers check) to reserve the unit and complete the reservation deposit form. Inability to pay the deposit within the 24-hour period will be cause to deny the application. The unit will not be considered reserved until the reservation deposit form has been completed. At the time that the rental is deemed ‘ready to rent’ by Bell Real Estate, it will be held no more than seven (7) days for the approved applicant to sign the rental agreement and pay the rent, fees and any other monies due.

**9. OUR POLICIES**

- No verbal comments, agreements or statements will be honored or enforced unless in writing and agreed to by Bell Real Estate, Inc.
- All of our units rent as a one year or longer leases that will revert to a month-to-month agreement at the end of the lease term unless the leases are renewed or one party gives notice to the other to vacate. If you vacate before the end of the lease, you will be responsible for a \$250.00 fee for breaking the lease and the balance still owing on the lease or until the property re-rents.
- Bell Real Estate, Inc. requires that all businesses maintain liability, fire and theft insurance for their business. Tenants must provide Bell Real Estate, Inc. with proof of insurance within fourteen (14) days of move in.
- Any detrimental information provided or discovered during or after the application process in reference to income, credit, business references, criminal information, demeanor or behavior may be grounds for denial of your application, cancellation and refund of the execution deposit or termination of tenancy.
- **IN ORDER TO BE PLACED IN POSITION FOR A PROPERTY, ALL INFORMATION MUST BE COMPLETED IN ACCORDANCE WITH THE APPLICATION CHECKLIST LOCATED ON THE LAST PAGE OF THIS APPLICATION. FAILURE TO PROVIDE ALL REQUESTED INFORMATION AND FEES WHEN YOU TURN IN YOUR APPLICATION WILL RESULT IN YOUR APPLICATION BEING PLACED IN THE HOLDING FILE. DURING THIS TIME ANOTHER APPLICATION COULD BE PLACED IN POSITION AHEAD OF YOU. WE SCREEN ON A FIRST COME, FIRST SERVE BASIS \_\_\_\_\_ (Please Initial)**

I hereby acknowledge receipt of this disclosure. I authorize Bell Real Estate to verify rental history, employment and any other references they feel are necessary to finish the screening of this application.

APPLICANTS PRINTED NAME: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**COMMERCIAL LEASE APPLICATION**  
**BELL REAL ESTATE, INC. 630 River Rd. Eugene, OR 97404**  
**Phone: (541) 688-2060 FAX: (541) 688-9728**



Application fee: \$50.00 per business including \$25.00 for cosigners  
**APPLICATION FEES ARE TO BE PAID IN MONEY ORDERS OR CASH ONLY AND ARE NONREFUNDABLE.**

Property address you are applying for: \_\_\_\_\_

Date unit wanted: \_\_\_\_\_ Type of business: \_\_\_\_\_

**Business Applicant Information**

Owners Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Driver's license #/State: \_\_\_\_\_

Owners Home Address: \_\_\_\_\_

Owners Phone Numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Business Name: \_\_\_\_\_ Years of Operation: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Tax ID#: \_\_\_\_\_

Description of business: \_\_\_\_\_

**Rental History**

Current Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Business Phone: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Rent/Mtg. Amount: \$ \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to landlord:  Relative  Friend  Professional  NONE - Own

Past Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Past landlord's name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent/Mtg. Amount: \$ \_\_\_\_\_ Relationship to landlord:  Relative  Friend  Prof. or Owned

Have you ever been, or are you currently being evicted? \_\_\_\_\_ Have you ever forfeited your entire security deposit? \_\_\_\_\_ If YES, explain: \_\_\_\_\_

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**Financial Information**

Annual Business Income\*:\$ \_\_\_\_\_ Other Income\*:\$ \_\_\_\_\_

Sources for Other Income\*: \_\_\_\_\_

TOTAL INCOME\* \$ \_\_\_\_\_ \*You must provide verification of income.

**Credit Information**

Are you currently in the process of filing bankruptcy? \_\_\_\_\_ Have you ever filed bankruptcy? \_\_\_\_\_

If so, what year? \_\_\_\_\_ Is the bankruptcy discharged\*? \_\_\_\_\_ \*You must provide verification

Do you have a business bank account? \_\_\_\_\_ Bank name & branch: \_\_\_\_\_

Will you be using your personal bank account? \_\_\_\_\_ Bank name & branch: \_\_\_\_\_





## APPLICATION CHECKLIST

To ensure that your application is processed as quickly and efficiently as possible, please remember to include all of the following for your application:

- Application Fee** — We cannot process your application without it. It is \$50 per business and is non-refundable. It must be in the form of either a money order or cash; **NO CHECKS ACCEPTED.**
- Completed application FILLED OUT ENTIRELY**
  - \_\_\_\_\_ Name and description of business
  - \_\_\_\_\_ All contact information and phone numbers
    - Owner's phone numbers
    - Current landlord's phone number and address
    - Previous landlord's phone number and address
    - All reference phone numbers and addresses
  - \_\_\_\_\_ Signatures and initials in all necessary places on all pages
  - \_\_\_\_\_ Current address and phone number where you can be reached
- Two pieces of ID**
- Proof of business income and/or financial backing**
- Have or be able to procure business liability insurance**

**You will most likely require a co-signer if you do not meet the following criteria:**

**Have at least 2 years of verifiable business operation**

**Income of at least 3 times the amount of rent per month**

**Have poor or no business and/or personal credit**

If you require a co-signer, don't forget:

- Co-signer application fee** (\$25.00 per co-signer)
- Completed guarantor application**
- Income verification from the co-signer**
  - This can be any of the following:
    - A pay stub
    - The front (main page) of the most recent tax return
    - A bank statement (account number can be blacked out) showing regular deposits in relation to the income indicated on the application.
    - A letter from a manager or supervisor **on company letterhead** that states that your co-signer is employed there and earns however much per month/year/etc.

Once you have completed your application checklist, we should have all we need to complete your application; the sooner we have all of this information, the sooner you will be in your new home.

**Happy Renting!**

**Bell Real Estate, Inc.**