



INFORMATION

PLEASE READ THIS INFORMATION CAREFULLY.

- Call Albany Property Management's office (541-981-8427) to schedule an appointment to submit an application.
- Our hours are Monday - Friday 9:00 a.m. to 5:00 p.m. Saturday is by appointment. We are not open on Sunday.
- A complete application is required for each person applying 18 years and older. We have a \$35 non-refundable screening charge. These funds are to be in the form of a personal check or a money order, no cash accepted. Only one application at a time per property is screened.
- Valid identification will be required from all applicants. Pictures are also required for all animals – both pets and assistance animals
- No more than 2 tenants per bedroom and only one family per unit
- You are submitting an application only. Please do not assume you have rented the property until notified by Albany Property Management. The lease will become legally binding at the time of such notification by Albany Property Management.
- Your application will be processed immediately and usually accepted or declined within three (3) business days after you apply. Multiple applications for the same property are processed in the order received. You will receive a copy of the Applicant Screening Criteria at the time of submitting your application.
- If additional documentation is required, such as income verification etc. applicant will be notified by email at the email address or the telephone number provided on the application. After such notification, the applicant will have 48 hours to deliver the documentation or the application may be terminated due to an incomplete application. Albany Property Management will consider notification delivered when the email is sent or the telephone call placed to the applicant. Notification to one applicant will be considered notification to all applicants.
- We will continue to show the property to other prospective applicants until a qualified applicant is accepted.
- The required move in costs are to be paid in full by cashier's check or money order prior to occupancy. After occupancy, a personal check is acceptable. Property will be held up to 3 days after approval of the application, unless other arrangements are made. A full month's rent will be collected at the time of the move-in and the second month will be pro-rated.
- Additional security deposits **may** be required for various reasons as a condition of acceptance.
- Your application will be accepted based on any special terms and/or conditions you require.
- Your application must stipulate any repairs, painting or improvements you expect. The owner may not consider any terms and conditions made after acceptance.



- After you have received acceptance, please make arrangements to have all utilities switched to your name on the move in date. The Utilities Set-Up and Transfer Agreement form must be completed prior to obtaining keys.
- At that time of signing your lease you will also be paying the rent, and the security deposit. You will be required to inspect the property and sign a condition report for the property, sign your acceptance letter, and collect keys at our office on the date the lease begins. Please be aware we must obtain all required signatures prior to releasing the keys.
- If pets are permitted the following breeds are excluded – NO Akitas, Chows, American Staffordshire Terriers, Pit Bulls, Rottweilers, Doberman Pinschers, Presa Canario, wolf hybrids or any mix thereof, ferrets, snakes, or exotic animals

Move in Costs

Applicant screening Charge \$35 per applicant

1 Month Rent _____

Security deposit (refundable) _____

Add Security Deposit Per Pet \$200 Per Pet

Total _____

Signature and Date: _____

Signature and Date: _____