



## Property Owners

**Here are just some of the benefits and advantages of using Albany Property Management:**

- Full service management specializing in residential property
- Advertise and market the property in order to attract qualified tenants
- Applicant screening including income verification, residency verification, credit history report, public records for evictions and criminal records check
- Collecting rents in a timely manner
- Enforcement of all terms and conditions of the rental agreement
- Periodic interior and exterior inspections of the property for tenant care
- Hiring and supervising repairs and maintenance by qualified personnel to maintain property value
- Paying all approved bills for the owner in a timely manner
- Accurate and timely monthly computerized statements including a year-end summary statement for the owner's tax preparation
- Deposit to the owner's bank account at the owner's request
- Mortgage, insurance and property tax payments made from the owner's funds at the owner's request
- Provide 24 hour immediate message



## **FREQUENTLY ASKED QUESTIONS**

### **What needs to be done to my house before it is ready for rent?**

The better condition that a house is in, the better quality tenant that it will attract. Your home must be left in professionally cleaned condition as the tenants will be paying a non-refundable cleaning fee. Your Property Manager prefers to arrange this cleaning to insure that the cleaning guidelines are strictly followed. The carpets must be freshly cleaned and all debris and personal belonging removed from the house.

It is not necessary to paint automatically, but you should consider painting any room that has dirty or marred walls. A neutral color is best. Your Property Manager will be happy to discuss any necessary repairs or painting with you. Neutral window coverings such as blinds should be left, but not curtains that match a particular bedspread or couch. Tenants moving into a rental property do expect some sort of window coverings to be provided for privacy and safety.

The tenants are generally requested to maintain the yard in the condition it is provided to them. Therefore, the yard should be freshly mowed, weeded, trimmed and the leaves and debris removed.

### **How will you find tenants for my house and how long will it take?**

Your property will be advertised on our website, as well as several other national third party websites. It will also be posted on craigslist regularly. A Property Information Sheet will be prepared for your property with all the necessary information and pictures. This information is given to anyone who sees the property, and is often faxed to people who have indicated an interest. A book of Property Information Sheets for all available properties is in at our office for prospective tenants to browse through if they stop by our office, which they often do.

We are in frequent contact with many real estate agents in the Albany area as well as the relocation offices of major companies.

It normally takes two to four weeks to rent a home. It sometimes takes longer in the winter. A home goes on the list of available properties as soon as we receive notice from the existing tenant and permission from the owner to re-rent.



### **Do you collect first and last months rent?**

The most common move-in cost in the Albany area is about two months rent. While you can collect first and last months rent, it is generally preferable to collect first months rent plus a security deposit as a security deposit can be used for any owner costs while a last month rent can only be used for rent.

As well as first month's rent, we normally take a non-refundable cleaning fee sufficient to have the property cleaned when vacant and a refundable security deposit, the total of which is approximately one month's rent. The property is automatically professionally cleaned between each tenant.

### **Can I say that I do not want any pets or smokers in the house? How about children?**

Pets owners are not a protected class. However, by eliminating them you are probably eliminating 75% of the people in the market for a rental house! Being open to pets does make your property available to more potential renters. Additional deposits for pets generally run \$200.00 to \$500.00. However, if you feel very strongly about this issue, we will agree not to show your property to anyone with a pet.

All of our properties prohibit smoking, in the interest of protecting your investment, as well as the health of the neighborhood.

Children come under the protected class of "familial status" and it is not possible to discriminate in this way. Our application forms do not ask number or ages of any children.

### **What happens if the tenant does not pay rent on time?**

The rent is due on the first of each month and considered late after the fifth. More than 95% of the tenants pay their rent by the fifth of the month. If not paid by the eighth of the month, we will take the first step in the eviction process, which is to send to the tenant a "72 Hour Notice" to pay the rent or vacate.

If they have not paid by the end of the notice period, we would notify the owner and file at the courthouse for a FED (eviction) hearing, which will be within ten days. In most cases, we will handle all evictions ourselves, without an attorney. You would pay initially for filing fees (which are later charged to the tenant) but there is no additional charge for our time. If an attorney is necessary in a contested FED, you will be responsible for any legal fees.



### **When do I get my money each month?**

The rents are due on the first of the month and late after the fifth. The rental funds must have cleared their banks before we can begin disbursing funds and the Real Estate Division as deemed it necessary to wait two weeks for such clearance. We begin the payment of bills on the fifteenth and the statements to owners, along with their checks, go out between the 24th and 30th. The statement will have all activity on the account for that month.

### **How am I protected if the tenant damages the property?**

A security deposit is taken at move in order to minimize the risk of tenant damage. Tenants who pass our screening criteria generally do not create any damages over the amount of the security deposit. Our screening company checks criminal, credit and eviction records as well as jobs and landlords.

Should the tenants leave the property owing more than is covered by the security deposit, they will be billed. If they do not pay, it will be turned over to a collection agency.

### **What happens if the tenant leaves before the end of the lease?**

The tenant is responsible for the rent for the term of the lease. If they are forced or choose to leave prior to the termination date, they will be charged for the rent until the property is re-rented to acceptable persons under the same terms and conditions of the original lease. They are also responsible for the cost of re-renting the property, 50% of one months rent (\$200 minimum), and the advertising cost.

### **Will I get called in the middle of the night with emergencies?**

We will handle all emergency and non-emergency repairs. You would never be called in the middle of the night!

### **Who does repairs on the properties you manage? Can I use my own contractors?**

We use a variety of contractors depending on what needs to be done. A list of the requirements for those contractors is listed separately. Many of our vendors are available 24 hours a day for emergencies. They work at competitive rates and are licensed and bonded as appropriate. You are billed for exactly the amount of the vendors invoice; we do not charge for supervision of normal repairs.

# Money Back Guarantee!

We understand that signing a contract to have your investment property professionally managed may be difficult. Hopefully you will find *peace of mind* with the following guarantee.

At the end of the initial 90 days, if you are not satisfied with our services for any reason, we will refund 3 months worth of management fees.

Just print out this form and sign below to take advantage of this guarantee. Simply drop it off at our office located at 919 Elm Street SW, Albany OR 97321

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

Owner's Name: \_\_\_\_\_

Signatures & Date: \_\_\_\_\_

Terry Rowley

541-981-8427

Manager

Albany Property Management





**ADDENDUM TO MANAGEMENT AGREEMENT**

Property Code \_\_\_\_\_

Property: \_\_\_\_\_

It is in the best interest of both the Owner and Albany Property Management to rent the property as soon as possible. Rentals are price sensitive and if a property has not rented in a reasonable amount of time period, usually two to four weeks, it is commonly because the rent is higher than current market conditions warrant.

In developing the following marketing plan, it is agreed if the property does not rent in a certain period of time, a reduction in rent is warranted.

Initial marketing price \$ \_\_\_\_\_

Reduce to \$ \_\_\_\_\_ if not rented by \_\_\_\_\_ (date)

Reduce to \$ \_\_\_\_\_ if not rented by \_\_\_\_\_ (date)

Reduce to \$ \_\_\_\_\_ if not rented by \_\_\_\_\_ (date)

\_\_\_\_\_  
Albany Property Management

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

MANAGEMENT



**PET ADDENDUM TO MANAGEMENT AGREEMENT**

Property Code \_\_\_\_\_

Property: \_\_\_\_\_

Pet Policy:

\_\_\_ Pets are allowed per Albany Property Management policy

\_\_\_ 1 small pet is allowed

\_\_\_ No Pets are allowed

\_\_\_ Contact the property owner for consideration if a potential tenant has a special request regarding pets.

\_\_\_\_\_  
Albany Property Management

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

MANAGEMENT



**ADDENDUM TO MANAGEMENT AGREEMENT**

Property Code \_\_\_\_\_

Property: \_\_\_\_\_

The undersigned Owner(s) and Albany Property Management agree to the following:

1. The property is on the market for sale and will remain on the market:
  - A. Until suitable tenants are found.
  - B. For the length of the rental period.
  - C. Until \_\_\_\_\_.
2. If the property is sold within two weeks of execution of this agreement, a minimum \$200 leasing fee will be charged.
3. If the property is sold after the two week period, Owner will be responsible for the normal leasing fee of 50% of one month rent, \$200 minimum.
4. This amount is due at the time Albany Property Management is notified of a pending sale and the property is withdrawn from being actively marketed as available for rent.

\_\_\_\_\_  
Albany Property Management

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date





## STANDARD MARKETING ADDENDUM

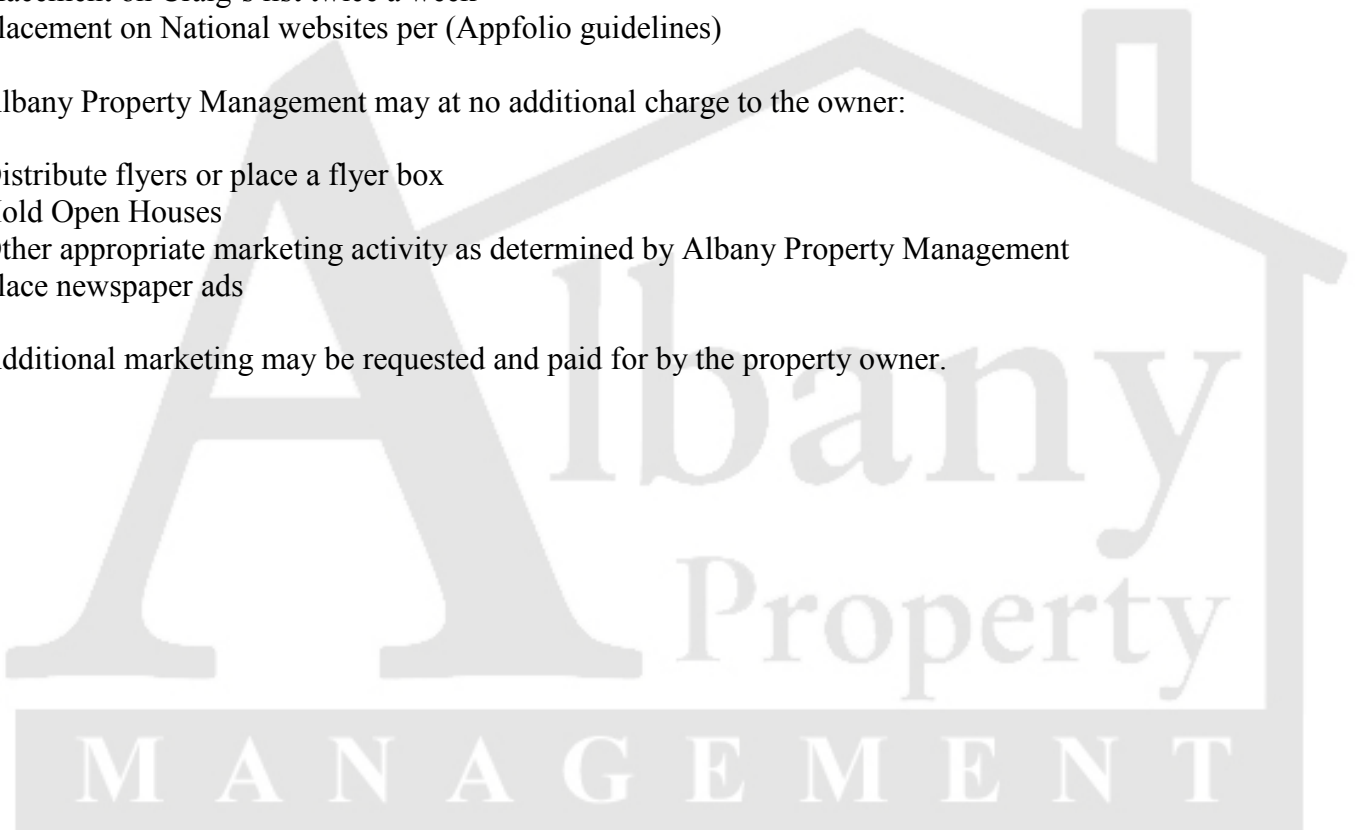
The following will be considered standard marketing.

Placement of a For Rent sign  
Placement on [www.albanypm.com](http://www.albanypm.com)  
Placement on Craig's list twice a week  
Placement on National websites per (Appfolio guidelines)

Albany Property Management may at no additional charge to the owner:

Distribute flyers or place a flyer box  
Hold Open Houses  
Other appropriate marketing activity as determined by Albany Property Management  
Place newspaper ads

Additional marketing may be requested and paid for by the property owner.



This listing is powered by: 

# Cozy 3BR/1.5BA VERY CLEAN in SE Albany!

**3BD/1.5BA**

**\$859**

**Description**

3628 Thurston St. SE  
Albany, OR 97322

[View Map](#)



Square feet: 1,025

 **CONTACT US**

## Amenities

- 3BR/1.5BA
- Fenced Back Yard
- New Vinyl Windows
- Fireplace Insert
- Updated Kitchen
- Covered Patio
- 1-Car Garage
- Custom Paint Colors



**Albany Property Management**  
(541) 981-8427  
[info1@albanypm.com](mailto:info1@albanypm.com)  
[www.albanypm.com](http://www.albanypm.com)

## Terms

**Rent:** \$859.00  
**Application Fee:** \$35.00  
**Security Deposit:** \$829.00





This listing is powered by:



Created on 2010-03-10 13:21 PST



## 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: \_\_\_\_\_

# Albany Property Management

919 Elm St. SW Albany OR 97321

Phone 541-981-8427 Fax 1-888-695-8591 [www.albanypm.com](http://www.albanypm.com)

*Albany Property Management does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.*

Thank you for your interest in an Albany Property Management managed home. Our goal is to consistently offer top quality properties to our tenants. An important component of the management process is to maintain a thorough screening process. We will accept application meeting the requirements listed on the Property Information sheet and in which all the applicants meet the following qualifications. Applications must be completed in full by all residents 18 years of age or over. Multiple applications for a specific property or unit will be processed on a date and time basis. The first complete application received will be processed and if approved, all secondary applications will be returned with the unprocessed screening fees.

## GENERAL REQUIREMENTS

1. Valid identification with a picture will be required.
2. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant*).
3. Each applicant will be required to qualify individually (*Individuals whose credit is not combined must submit separate applications*).
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
8. The total security deposit required will be that of the least qualified applicant.
9. The denial of one applicant will result in the denial of the entire application.
10. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have minimum monthly income of five times the stated rent.

## INCOME REQUIREMENTS

1. 1 year of verifiable employment will be required.
2. Gross monthly income should equal 2-1/2 times the stated monthly rent.
3. A current paycheck stub from the employer will be required if we are unable to verify income over the phone.
4. Verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to; Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans*)
5. Self employed applicants will be required to show proof of income through copies of the previous year tax returns. Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
6. If monthly income does not equal 2-1/2 times the stated monthly rent, a security deposit equal to a full month's rent, co-signer will be required.
7. Application will be denied if the legal source of income cannot be verified.

## RENTAL REQUIREMENTS

1. 1 year of verifiable rental history from a current third party landlord is required. (*Rental references ending 12 months prior to the date of application will not be considered current*) Current or previous mortgages showing a history of any later payments will require a security deposit equal to one month's rent.
2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
3. Home ownership negotiated through a land sales contract is verified through the contract holder.
4. Eviction free rental history will be required.
5. Rental history demonstrating residency, but not third party rental history, will require a security deposit equal to a full month's rent, or a co-signer
6. A co-signer will be required when rental history does not meet third party rental criteria, but residency can be verified with parents, student housing or military housing.
7. Rental history reflecting past due rent or an outstanding balance will be denied
8. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
9. Three (3) or more 72-hour notices within a period of one year will result in a denial.
10. Three (3) or more NSF checks within a period of one year will result in a denial.
11. Rental history demonstrating noise or other documented complaints will result in a denial when the land lord would not re-rent.

## CREDIT REQUIREMENTS

A credit history showing no negative reports is required. A negative report is considered any non-medical item 60 days past due or greater, collection, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines.

- A credit report containing a discharged bankruptcy will require a security deposit equal to one month's rent or qualified co-signer.
- 1-2 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require a total security deposit of one month's rent or a qualified co-signer.
- 3-5 items as above will require a total security deposit equal to one and on-half month's rent or a qualified co-signer.
- 6-8 items as above will require a total security deposit equal to two months rent or a total security deposit equal to one month's rent plus a qualified co-signer.
- 9 or more items will result in the denial of the application.

## CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution

**Shall be grounds for denial of the rental application.** Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.

## **DENIAL POLICY**

*If your application is denied due to negative and adverse information being reported, you may;*

1. Contact Background Investigations at (503) 639-6000 to discuss your application.
2. Contact the credit reporting agency to;
  - a) Identify who is reporting unfavorable information
  - b) Request a correction if the information being reported is incorrect

*If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following;*

Write to our:

**Equal Housing Opportunity Manager**  
919 Elm Street SW  
Albany OR 97321

*Explain the reasons you believe your application should be reevaluated and request a review of your file. Your application will be reviewed within 7 working days from the date your letter was received and you will be notified of the outcome.*

## **DISABLED ACCESSIBILITY**

***Albany Property Management allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition. Albany Property Management requires:***

1. Written approval from the landlord before modifications are made.
2. Written assurances that the work will be performed in a professional manner.
3. Written proposals detailing the extent of the work to be done.
4. Documents identifying the names and qualifications of the contractors to be used.
5. All appropriate building permits and required licenses made available for landlord inspection.
6. A deposit for the restoration may be required.



# Why Tenants Need Renter's Insurance!

One common mistake made by renters is to assume they do not need homeowner's insurance because they are not the "owner". However, a renter may sustain losses not covered by the policy carried by the property owner. That is why there is a category of insurance specifically for people renting a home.

## Personal Property

The property owner's policy does not cover personal property belonging to the renter. It is the responsibility of the individual tenant to obtain insurance for their personal possessions. The exclusion of your property includes, but is not limited to, such events as fire or theft.

## Types of Losses

In addition to fire and theft, renter's insurance will cover your personal property in a range of other losses or "events", whether or not the property loss (or damage) occurs at your home or in another location.

Most policies provide coverage for damage due to windstorms, hail, explosions, vandalism, a riot, civil disturbance and even a volcano! However, damage caused by earthquake or flood must be purchased separately with an endorsement(?) to your policy or by purchasing an additional policy.

## Category Limits

Like other types of insurance, a renter's policy sets limits of coverage for some categories of personal property; i.e. jewelry, silverware, and collectibles. Check with the insurance agent to determine what categories may have limited coverage. Should the value of your property exceed standard limits, you may choose to increase the coverage of your renter's policy, or to insure items separately.

## Liability

In addition to coverage for your personal property, a renter's policy also provides liability(?) coverage. And, why do you need liability coverage when the property owner's policy has it? The owner's policy covers their liability, only. It does not cover **your** liability. Renter's insurance covers your liability, within limits, (providing the loss was not intentional). Liability coverage is not limited to damage to your property, or that belonging to others, if an event occurs at your residence. It also covers legal defense expenses and your personal liability outside the home.

## Savings

You may qualify for a multiple-policy discount if you purchase your renter's insurance from the same company carrying your automobile insurance. Other savings are available through some carriers if your residence is equipped with deadbolt locks, a fire extinguisher or a security alarm.



# UTILITIES SET-UP AND TRANSFER AGREEMENT



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
 RESIDENT NAME(S) \_\_\_\_\_  
 \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PLANNED MOVE-IN DATE \_\_\_\_\_ ACTUAL MOVE-IN DATE \_\_\_\_\_

## IMPORTANT-READ CAREFULLY!

Dear Prospective Resident:

Thank you for your application. This agreement will pertain to you after your application has been approved. It is our policy to require all incoming residents to personally contact the utility company(ies) to advise them of start-up of service. The utility company(ies) will also be notified to remove the property name from the temporary service as of the date of planned move-in. **If you fail to contact them, you will have an interruption of service. You will be held responsible for the bill from the date you move in.**

When you contact the utility company and make service arrangements, please obtain your new account number and list it below for Owner/Agent's records. Please return this sheet with the information. **Without exception, this document will be required before your keys can be issued.**

The following information may be helpful in making contact:

UTILITY COMPANY	PHONE	NEW ACCOUNT # (YOU FILL IN)
NW Natural Gas	541-926-4253	_____
Pacific Power	888-221-7070	_____
City of Albany-Water	541-917-7547	_____
Allied Waste	541-928-2551	_____
_____	_____	_____
_____	_____	_____

Your efforts to take care of this matter in a timely way will greatly assist in the move-in process.

THANK YOU FOR YOUR COOPERATION

OWNER/AGENT X \_\_\_\_\_

AGENT Terry Rowley \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (541) 981-8427 \_\_\_\_\_

ON SITE     RESIDENT     MAIN OFFICE (IF REQUIRED)