

L. MOORE PROPERTY MANAGEMENT, INC.
14511 SW WESTLAKE DRIVE SUITE 250
LAKE OSWEGO, OR 97035
PHONE: 503-639-4478

IF YOU WANT TO MAKE APPLICATION TO RENT A PROPERTY:

- **Call the office at 503-639-4478 to schedule an appointment during our business hours.** Please bring your completed application form(s) and a check for the applicant screening charges (\$40 per adult). You may also provide the security deposit at the time of application. These funds are due the day you are accepted so you may find it more convenient to provide them with the application rather than make a second trip back to the office in just a few days. We do not accept cash or credit cards. ***All security deposits and 1st months rent must be paid in certified funds, i.e. money orders or cashiers checks.*** Should the application be declined, the security deposit check will be voided and returned to you. Please note that offensive and/or rude behavior during the application process may be cause for denial.
- A copy of a photo ID, e.g. driver's license, military ID, etc. must be provided when you apply. Each person 18 Years of age or older must submit an application. Emancipated minors must fill out an application.
- Remember that you are making application only. Your application will be reviewed and processed promptly. We will obtain a credit report, verify current and previous landlord and employment references; personal references will be contacted at our discretion. You may expect an answer within three business days. If there are multiple applications on the same property, they will be processed in the order scheduled. The lease becomes legally binding at the time you are notified of acceptance.
- We will continue to show the property to other prospective tenants until a qualified applicant is accepted.
- Rent prorated for the balance of the month is due on move-in day. If you are taking possession on the 20th of the month, or later, then the next month's rent is also due at move-in.
- If the owner accepts a pet as part of the application, most likely additional security deposit or rent will be required. Documented service/companion animals are exempt from pet restrictions & requirements.
- The owner will consider any special requests, or terms and conditions that you may require when you make application. Please specify any painting, alterations or repairs that you are expecting to be done, so that the owner can consider them. Any requests made after acceptance by the owner may not necessarily be honored.
- The home will be professionally cleaned prior to your moving in (if that has not already been done), including carpets and interior windows below 8 feet. Exterior windows and draperies are not generally cleaned, nor painting routinely done. You must request this work, if appropriate.
- On the day that you take possession, you will pick up keys, pay the rent, and obtain a "Move-In" report. You will have one week to make any additions or corrections to this report before it becomes a final document in your file.