

**Please read the following guidelines for our Application Process.**

**\* Any incomplete applications will not be processed. \***

We require that all prospective tenants meet the qualifications of the following:

**Income/Employment Verification**

You must be able to verify, through documentation, that your Net monthly household income is at least 3 times the rent of the property you are applying for.

For most applicants, we verify income using your last 3 pay stubs, written employment reference from the employer and or a letter of intent from the new employer.

**\*\*Unemployment benefits, student loans, overtime, commission and bonus checks will not be considered as Income. The amount varies too much to be able to include it as steady income. If you are paid on commission only; submit at least 6 months of proof of income to verify your Net Income is at least 3x the rent, per month.**

For self-employed applicants, we require a copy of your prior years tax return and bank statements for the last 3 months.

For applicants receiving social security or any type of housing assistance, we require documentation of your statement of benefits.

If you wish for Child Support to be considered as part of your income, we require documentation of consistent payment history for the last twelve months.

If you are applying with a roommate, please call to get income requirements.

**Rental History**

*Applicants must provide rental and contact information for their current and previous landlords. The rental references cannot be a relative or a friend. We require that you were named as a leaseholder, not as an occupant, have fulfilled your past lease terms and have no evictions. If the applicant does not have rental history, we ask that they provide a co-signer. If the applicant doesn't pay, the co-signer's income also has to qualify to be sure that they can pay the rent, for repairs, legal fees, etc.*

**Occupancy**

Applicants must be the person who will reside at the residence. Applicants must list all people that will occupy the residence.

In roommate situations or for families with children 18 yrs old or over that will be living at the rental, they must all complete a separate application.

**Background Check**

A criminal background check will be completed on all applicants 18 years or older.

All criminal history must be disclosed on the application.

Criminal records must contain no convictions for felonies for physical violence against other persons or any drug related charges for the past 7 years.

Applicants with any other convictions will be assessed on a case to case basis. Taking into account facts, circumstances surrounding the criminal conviction, age at the time of conviction, evidence of good tenancy before and after the conviction, nature and severity of the conviction and the amount of time that has passed since the conviction.

An applicant with criminal history that would pose a direct threat to the health or safety of the owner, others and or neighbors may result in a denial of the application.

**Giving false information** on the application will be grounds for immediate rejection of the application.

**If an applicant** is denied based on the guidelines listed, the applicant may be asked to provide a qualified co-signer. Co-signers must meet all of the same criteria as the applicants.

**If you are fully qualified & approved** you will be required to pay one month's rent and the full security deposit no later than the date you are scheduled to move in. At the signing of the lease, you will be required to show a form of identification that can be photocopied.

*We do not discriminate against any person because of race, color, religion, sex, national origin, familial status or disability. By applying, you acknowledge that you have read and understand the above qualifying criteria.*

RENTAL APPLICATION

ANDREWS PROPERTIES INC

710A South Washington Avenue

Emmett ID 83617

Office (208) 365-7247

pat@andrewspropertiesidaho.com

This application is made to rent the premises known as: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_ Desired length of occupancy: \_\_\_\_\_

The monthly rent shall be \$ \_\_\_\_\_ The security deposit shall be \$ \_\_\_\_\_

**The applicant understands that the landlord may perform a credit check to verify the applicant's references and credit history in connection with the processing of this rental application or for collection purposes should they be necessary.**

First, Middle and Last Name \_\_\_\_\_

Any alias, married and maiden names used \_\_\_\_\_

Present address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Make of Car \_\_\_\_\_ License Plate # \_\_\_\_\_

Email Address: \_\_\_\_\_

Spouse: First, Middle, Last Name \_\_\_\_\_

Any alias or maiden names used \_\_\_\_\_

Present address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Make of Car \_\_\_\_\_ License Plate # \_\_\_\_\_

**Residence History**

Information for **current** address: Landlord's name: \_\_\_\_\_ Phone # \_\_\_\_\_

Own or Rent \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Was or will your full security deposit returned? \_\_\_\_\_ If not, why? \_\_\_\_\_

\_\_\_\_\_ # of late payments \_\_\_\_\_ is your rent Current? \_\_\_\_\_ Have you given a 30

Day Notice? \_\_\_\_\_ How long have you or did you live at this address? \_\_\_\_\_ to \_\_\_\_\_ Reason for moving: \_\_\_\_\_

\_\_\_\_\_ Is your name on the lease? \_\_\_\_\_

Are you related to or a friend of your current landlord? \_\_\_\_\_ If yes, how? **Friend or relative?** \_\_\_\_\_

**PREVIOUS residence**

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

Address of rental: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

When did you live at this address? \_\_\_\_\_ to \_\_\_\_\_ Did you give a 30 Day Notice?: \_\_\_\_\_

Was your full security deposit returned? \_\_\_\_\_ if no, why not? \_\_\_\_\_

# of late payments \_\_\_\_\_ Monthly payment \_\_\_\_\_ Own or Rent \_\_\_\_\_

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

Was your name on the lease? \_\_\_\_\_ Are you related to or a friend of your previous landlord? \_\_\_\_\_ If yes,

how? **Friend or relative?** \_\_\_\_\_

**Income History**

Applicant's current employment status: Full \_\_\_\_\_ Part-time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Self-employed \_\_\_\_\_

Monthly Net Income (Total of ALL) Take Home Pay: \_\_\_\_\_

Source of Income: ( ) Wages ( ) Govt. Assistance  
( ) Salary ( ) Commissions ( ) Other \_\_\_\_\_

\*Child support, alimony or separate maintenance need not be disclosed UNLESS this is your income to be considered for qualification.

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

**Spouse's Income History**

Current employment status: Full \_\_\_\_\_ Part-time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Self-employed \_\_\_\_\_

Monthly Net Income (Total of ALL) Take Home Pay: \_\_\_\_\_

Source of Income: ( ) Wages ( ) Govt. Assistance  
( ) Salary ( ) Commissions ( ) Other \_\_\_\_\_

Child support, alimony or separate maintenance need not be disclosed UNLESS this is your income to be considered for qualification.

Spouse's Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Supervisor \_\_\_\_\_

Previous Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_ How long \_\_\_\_\_

**NAME, RELATIONSHIP, COMPLETE ADDRESS AND PHONE NUMBER REQUIRED ON ALL REFERENCES**

***Additional Payment Information***

As an emergency contact or in the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments?

Name Address City/State Phone Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

**NAME, RELATIONSHIP, COMPLETE ADDRESS AND PHONE NUMBER REQUIRED ON ALL REFERENCES**

***Personal References -- Nearest relatives -- not living with you.***

Name Address City/State Phone Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

**NAME, RELATIONSHIP, COMPLETE ADDRESS AND PHONE NUMBER REQUIRED ON ALL REFERENCES**

***Character references -- not living with you and not related to you.***

Name Address City/State Phone Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

***Bank References:***

Checking/Savings Branch Open Acct. ?

1. \_\_\_\_\_

2. \_\_\_\_\_

**Please list all Financial Obligations:**

(If more creditors please attach additional sheet of paper)

**Creditor**

**Monthly Payment Amount**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Please answer ALL of the following questions:**

Do you have pets? How many? If yes, what? Breed of dog? \_\_\_\_\_

Have you ever broken a lease? \_\_\_\_\_ Have you ever refused to pay rent for any reason? \_\_\_\_\_

Have you ever been evicted or asked to leave a rental unit? \_\_\_\_\_ please explain \_\_\_\_\_

Have you ever filed bankruptcy? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been convicted of, (or pled guilty or no contest to) **ANY** crime other than a minor traffic violation (Including sex-related or child-abuse related offenses) ? Yes \_\_\_\_\_ No \_\_\_\_\_ please explain \_\_\_\_\_

Will you give us permission to do a criminal background check? \_\_\_\_\_

Do you currently have any utilities in your name? \_\_\_\_\_

Do you currently have phone service in your name? \_\_\_\_\_

Is there anything to prevent you from placing utilities in your name? \_\_\_\_\_

Do you know of anything or any reason which may interrupt your ability to pay rent? \_\_\_\_\_

Number of vehicles on property? \_\_\_\_\_ Does each vehicle have a valid registration? \_\_\_\_\_

Do you have any campers, boats, motorcycles or other types of RV that will be parked at your residence? \_\_\_\_\_ If Yes, what? \_\_\_\_\_

Do you currently have the move-in amount available? (One month's rent and full deposit) \_\_\_\_\_

Is the applicant(s) wages being garnished? \_\_\_\_\_

Please provide names of all tenants, including children AND anyone else who will live in the rental on a permanent or/and temporary basis.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____

**By signing below, I verify that the information given on this application is accurate and true to the best of my knowledge and I authorize the manager to verify any or all. By submitting this application, I acknowledge that I have read and understand the attached document containing the Application Process.**

Applicant's signature \_\_\_\_\_ Print Name \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Print Name \_\_\_\_\_

email address \_\_\_\_\_ Date \_\_\_\_\_

***If you want your application processed.... All questions must be answered & your proof of income must be with your application when you turn it in. If the question does not pertain to you, please mark it with the letters N/A***