

THE APPLICATION PROCESS

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 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.

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.

Rental History

Applicants must provide rental and contact information for their current and previous landlords. We require that you have fulfilled your past lease terms and have no evictions.

Applicants with late payments, bounced checks or rental violations in the history will be assessed on a case to case basis.

Occupancy

Applicants must be the person who will reside at the residence.

Applicants must list all people that will occupy the residence.

All adults, (18 years or older) who intend to occupy the property must complete a separate application; this only applies to roommate situations and/or children 18 or over living with parents.

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 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.

Andrews Properties Inc
710 a South Washington Avenue
Emmett ID 83617
208-365-7247

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RENTAL APPLICATION

ANDREWS PROPERTIES INC

710A South Washington Avenue

Emmett ID 83617

Office (208) 365-7247

Fax (208) 365-1582

Elton (208) 284-3564

Tim (208) 369-3942

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 or maiden names used _____

Present address: _____ City _____ State _____

Phone # _____ Date of Birth _____ SS # _____ - _____ - _____

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

Email Address: _____

Spouse's Full 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 Payment _____ 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: _____

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: _____

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 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

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?

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

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

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

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

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

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

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Bank References:

<u>Checking/Savings</u>	<u>Branch</u>	<u>Open Acct. ?</u>
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 residence? _____ If Yes, what? _____

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 _____