

Greater Boise Property Management LLC
 795 W. Tallulah Drive
 Kuna, ID 83634
 Voice: 208-841-4911
 Fax: 208-493-3064
www.greaterboisePM.com

Print, fill out & fax to: 208-493-3064

EACH HOUSEHOLD MEMBER OVER 18 MUST FILL
 OUT A SEPARATE APPLICATION AND PAY A
 SEPARATE SCREENING FEE.



Rental Application Process

Please indicate yes or no on the following criteria. If you have any 'Yes' on the Terminals section, more three 'Yes' on the Negatives section or any 'No' on the Requirements section, stop the application process at that point and call GBPM to discuss the situation before spending money on the application.

Purpose: To provide a standardized guideline for accepting tenants, to ensure all applicants are treated fairly and equally, to eliminate the possibility of discrimination in rental decisions and to accept only responsible tenants, who will pay rent on time and maintain the rental property

Scoring

Each applicants' screening report shall be reviewed for three types of adverse information; TERMINALS, NEGATIVES and REQUIREMENTS. **All adverse information applies to applicant(s) and their household members.**

If any one TERMINAL item is found, without extenuating circumstances, the applicant shall be denied.

If more than three NEGATIVE items are found, with no extenuating circumstances, the applicant shall be declined.

All REQUIREMENTS must be met

TERMINALS: The following items shall be considered terminal:

- Yes No Any OPEN bankruptcy (a bankruptcy to which new claims can be added.)
- Yes No A total of \$2000 or more in unpaid collections in the last 7 years excluding medical.
- Yes No Negative or incomplete rental reference including not re-rent documentation
- Yes No Any collection filed by a property management company.
- Yes No Any filing of an eviction or Unlawful Detainer action or any current 3-day Notice to Pay Rent or Vacate.
- Yes No Any income level which is less than 2.0 times the rent of the unit applied for.
- Yes No Any conviction for criminal activity by any household member, including gang, substance abuse, sex offense.
- Yes No Any incomplete, false or misleading information by the applicant or omission of material fact(s).
- Yes No Any applicant who does not cooperate in all aspects of the application process.
- Yes No Reasonable likelihood that any household member or guest will interfere with the health, safety, security or the right of peaceful enjoyment of the resident community or cause damage to the property.

NEGATIVES: The following items shall be considered negative items:

- Yes No Any credit account that has more than five 30-day late payments in the last three years.
- Yes No Any collection, judgment, bankruptcy or lien within the last seven years.
- Yes No Any instance of a damage deposit not returned due to damage to the rental unit (beyond normal cleaning).
- Yes No Any instance of proper *Intent to Vacate* notice not being given to a landlord.
- Yes No Any landlord reference that cannot be verified.

REQUIREMENTS:

- Yes No Completed and signed Rental Application(s) from all occupants over 18 years old
- Yes No Non-refundable application fee(s) for all Rental Applications
- Yes No Copy of each applicant's valid driver's license or valid government issued ID card
- Yes No Proof of ability to pay rent (copy of current paycheck stub, tax return, letter from employer, etc.)
- Yes No 12 months verifiable rental history or other indication of responsible property upkeep

Anti-discrimination: No applicant shall be declined on the basis of their race, sex, religion, marital status, family status, age or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices.

I, the applicant, certify that the information provided herein is true and that any false information provided is subject to the penalty of perjury. Applicant understands that **the application fee is NON-REUNDABLE** even if the application is denied.

Applicant Signature

Date

If you pass these requirements, proceed to the next page

Internal
Use

Applicant:

Address:

Date:

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MUST FILL OUT A SEPARATE APPLICATION
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Internal Usage:
ACRAnet Acct#: 84234

RENTAL APPLICATION

Application Date: _____

Legal Name: _____ Other Names: _____
Last (include Jr. or Sr. if applicable) MI First Nickname, alias, maiden, abbreviation

SSN: _____ Birth Date: _____ Drivers License Number: _____ State of Issue: _____

Have you or any household member ever:

- Been arrested or charged for or convicted of a crime? Yes No Been Evicted or refused to pay rent? Yes No
Filed For Bankruptcy? Yes No Been convicted of or pleaded guilty or "no contest" involving sexual misconduct? Yes No
Used any other names? Yes No Have any pending or unresolved court matters (other than traffic offenses)? Yes No

If yes to any, please explain, including the dates, State(s) and County(ies): _____

Phone: _____
Home Work Cell Email

RESIDENT HISTORY (12 months minimum and at least two residences)

Current Address Street Apt #

Apartment Complex Name City State Zip Code
Date Moved In: _____ Monthly Payments: _____
Reason for leaving? _____ Proper notice? Yes No
Landlord or Mortgage Co: _____
 Own Rent _____
Landlord Phone _____

Former Address Street Apt #

Apartment Complex Name City State Zip Code
Moved In: _____ out: _____ Payments _____
Reason for leaving? _____ Proper notice? Yes No
Landlord or Mortgage Co: _____
 Own Rent _____
Landlord Phone _____

EMPLOYMENT / INCOME HISTORY

Current Employer Start Date

City, State Zip Supervisor Employment Verification Phone
Full Time Yes No _____
Position Monthly Salary _____
Other Income: _____

EMERGENCY CONTACT

Emergency Contact Name Relationship Phone

PERSONAL REFERENCE (Other than relative)

Personal Reference Name Relationship Phone

RENTAL UNIT INFORMATION

Rental Address: _____ How did you hear about this property? _____
Estimated move in date: _____ Requested lease duration? _____
Total Occupants: _____ List Other Occupants: _____
Pets: Yes No Description: _____

Applicant certifies that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant hereby authorizes the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification for the initial screening and throughout the tenancy, if granted, for just cause such as, but not limited to, collection and suspected changes in circumstances. Applicant understands that the **application fee is NON-REFUNDABLE** even if the application is denied. Applicant understands that if tenancy is granted and the lease is signed and the Security Deposit is paid that the **Security Deposit is NON-REFUNDABLE** even if the applicant/tenant does not choose to occupy the property.

Applicant Signature Date Manager Signature Date Position

Cost Disclosure

The following costs may be introduced during the lease signing process:

Early or Electronic Payment Discount: For some properties, the advertised price assumes that you qualify for the discount. To qualify for the discount you must:

- If you pay by check or cash, the payment needs to be in the GBPM office on or before 5PM on the 25th of the previous month.
- If you pay electronically or deposit the money into a Zion's Bank branch, the payment needs to be effective on or before the 1st of the month to qualify for the discount.
- You must be paid up and not owe any rent or fees.

Security Deposit: The security deposit is your money and is held in a trust account by Greater Boise Property Management unless you are notified that the Owner will hold the security deposit. The security deposit will be used to ensure your meeting the obligations of the Rent Lease Agreement. It is not available for the last month's rent.

Move-In Inspection: The move-in inspection charge is for the time spent doing the move-in inspection, documenting the results with text and pictures. It includes a copy for you so that you have a definite record of the condition of the property when you moved-in.

Carpets Professionally Cleaned: The carpets must be professionally cleaned after all of your possessions are moved out and before the move-out inspection. You can arrange for the cleaning and pay the service person directly or you can authorize GBPM to have their service people do the work and deduct the costs from your deposit.

Fireplace Professionally Cleaned: If the property has a wood burning fireplace or stove, the fireplace and/or stove have been professionally cleaned before you moved in. If you burn any wood, you are responsible for cleaning the fireplace and/or stove and chimney. If you have not burned any wood, your deposit will be returned.

Move-Out Inspection: The move-out inspection charge is to document, with text and pictures, the condition of the house after you have moved out so that you have a definite record and there are no misunderstandings about what additional work, if any, is needed.

Pet Fee: Some properties charge a pet fee, not a deposit. The pet fee is for additional wear and tear on the property. The tenant is responsible for any damage caused by a pet and that can come out of the security deposit or paid directly. This does not apply to service animals because service animals are not pets.

Unnecessary Service Calls: The tenant is responsible for the cost of service calls that are caused by the tenant; for example, forgetting about an appointment and no one is home to give the service person access or calling a service person to handle a tenant responsibility. See "Maintenance Issues and Remedies" for guidelines.

Access for Inspection, Showing and Repairs: In the Rent Lease Agreement (RLA), you agree to grant access to the property with 24 hours notice and reasonably convenient for you. Extended and unreasonable refusal is a violation of the RLA and creates a charge of \$100 per occurrence.

Service Fees: If GBPM has to deliver formal notice of eviction or other processes to the property, a service fee is generated

Renter Indemnification: The tenant is responsible for any damage to the property. In the RLA, you agree to maintain liability insurance of at least \$100K. You will be required to purchase renters legal liability insurance through GBPM until you provide a copy of the declaration page showing that you have current insurance with at least \$100k liability applicable to the Owner's interests. When that insurance expires, you will automatically be covered and billed for renters legal liability insurance through GBPM until you provide another copy of a current declaration page.

Applicant Initials: _____