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1036 E. Iron Eagle Drive, Suite 106, Eagle, ID 83616

INCOME AND CREDIT PROCESSING POLICY

Attached is the application required to process your rental request. **Please complete the application thoroughly.**

Any blanks will delay the processing and could result in a denial of your application request.

The main criteria we use in determining if your application is acceptable are the following:

Income	Credit history
Length of time on your job	Landlord references

We require a \$30.00 processing fee in order to process your application for the rental that you have applied for. If this is a roommate or co-signer application, the fee is \$30.00 for the first applicant and \$30.00 for each additional applicant.

THESE PROCESSING FEES ARE NON-REFUNDABLE.

If your references or credit history is flawed, please tell the Landlord before we process your application. We may be able to assist you with some alternative before you pay your credit processing fee.

Circumstances may require that you enlist a co-signer. A co-signer would be a person that would sign an agreement indicating willingness to pay for rent and/or damages in the case that you are unable to pay them. In the case where there are roommates, the co-signers must realize that they are making this commitment throughout the term of the agreement, that is, until possession of the unit is actually relinquished. In some cases, one party or the other will move, leaving the remaining roommate in possession of the property. The co-signer's obligation remains intact.

We are happy to verify references in any part of the country. This process usually takes 24 to 48 hours to complete. If there is an unusual situation, it could take longer, however, we are very committed to getting through the process as quickly as possible. **Again, please complete the application thoroughly.** Return the application with the following items:

- Copy of current drivers license or Idaho ID card
- Recent paycheck stub or letter from employer verifying hire date and gross monthly wages.
- \$30.00 processing fee in either check or money order form.

Thank you for your cooperation. Please feel free to contact the office with any questions or concerns you may have.

EQUAL HOUSING OPPORTUNITY

PROPERTY LOCATION _____

MOVE-IN DATE DESIRED _____

PROSPECTIVE TENANT APPLICATION

NAME: _____ DRIVERS LIC# _____ SS # _____ - _____ - _____
(FIRST) (MI) (LAST)

EMAIL: _____ PHONE# _____ DATE OF BIRTH ____/____/____

PRESENT ADDRESS: _____
STREET CITY STATE ZIP

HOW LONG AT THIS ADDRESS: _____

PRESENT LANDLORD: _____ PHONE # _____

PREVIOUS ADDRESS: _____
STREET CITY STATE ZIP

PREVIOUS LANDLORD: _____ PHONE # _____

NEAREST RELATIVE: _____ PHONE # _____

ADDRESS: _____ RELATIONSHIP: _____

EMPLOYMENT INFORMATION

EMPLOYER _____ ADDRESS _____

OCCUPATION _____ HOW LONG _____ PHONE # _____

SUPERVISOR _____ PHONE # _____

MONTHLY GROSS INCOME _____ OTHER INCOME _____ SOURCE _____

PREVIOUS EMPLOYER _____ HOW LONG? _____

BANKING and CREDIT INFORMATION

BANK REFERENCE _____ PHONE # _____
NAME AND CHECKING ACCOUNT NO.

BANK REFERENCE _____ PHONE # _____
NAME AND SAVINGS ACCOUNT NO.

CREDIT REFERENCE _____ ACCT. NO. _____

CREDIT REFERENCE _____ ACCT. NO. _____

AUTOMOBILE INFORMATION

CAR MAKE _____ YEAR _____ MODEL _____ LIC # _____

CAR MAKE _____ YEAR _____ MODEL _____ LIC # _____

REFERENCES

PERSONAL REFERENCE _____ OCCUPATION _____ PHONE # _____

PERSONAL REFERENCE _____ OCCUPATION _____ PHONE # _____

OTHER INFORMATION: CHILDREN, PETS, BANKRUPTCY, EVICTION

OTHER OCCUPANTS: _____

TOTAL NUMBER OF OCCUPANTS: _____ RELATIONSHIP(S) _____ AGES _____

SMOKERS: YES ____ NO ____

PETS: YES ____ NO ____ TYPE _____ AGE _____ WEIGHT _____

HAVE YOU EVER FILED A PETITION FOR BANKRUPTCY: ____ WHEN _____

REASON _____

HAVE YOU EVER BEEN EVICTED FROM ANY TENANCY OR HAD AN EVICTION NOTICE SERVED ON YOU? _____.

HAVE YOU EVER WILLFULLY AND INTENTIONALLY REFUSED TO PAY ANY RENT WHEN DUE? _____.

CO-OCCUPANT

NAME: _____ DRIVERS LIC# _____ SS # _____ - _____ - _____
(FIRST) (MI) (LAST)

EMAIL: _____ PHONE# _____ DATE OF BIRTH ____ / ____ / ____

PRESENT ADDRESS: _____
STREET CITY STATE ZIP

HOW LONG AT THIS ADDRESS: _____

PRESENT LANDLORD: _____ PHONE # _____

PREVIOUS ADDRESS: _____
STREET CITY STATE ZIP

PREVIOUS LANDLORD: _____ PHONE # _____

NEAREST RELATIVE: _____ PHONE # _____

ADDRESS: _____ RELATIONSHIP: _____

EMPLOYMENT INFORMATION

EMPLOYER _____ ADDRESS _____

OCCUPATION _____ HOW LONG _____ PHONE # _____

SUPERVISOR _____ PHONE # _____

MONTHLY GROSS INCOME _____ OTHER INCOME _____ SOURCE _____

PREVIOUS EMPLOYER _____ HOW LONG? _____

BANKING and CREDIT INFORMATION

BANK REFERENCE _____ PHONE # _____
NAME AND CHECKING ACCOUNT NO.

BANK REFERENCE _____ PHONE # _____
NAME AND SAVINGS ACCOUNT NO.

CREDIT REFERENCE _____ ACCT. NO. _____

CREDIT REFERENCE _____ ACCT. NO. _____

AUTOMOBILE INFORMATION

CAR MAKE _____ YEAR _____ MODEL _____ LIC # _____

CAR MAKE _____ YEAR _____ MODEL _____ LIC # _____

REFERENCES

PERSONAL REFERENCE _____ OCCUPATION _____ PHONE # _____

PERSONAL REFERENCE _____ OCCUPATION _____ PHONE # _____

BANKRUPTCY and EVICTION HISTORY

HAVE YOU EVER FILED A PETITION FOR BANKRUPTCY: _____ WHEN _____ REASON _____

HAVE YOU EVER BEEN EVICTED FROM ANY TENANCY OR HAD AN EVICTION NOTICE SERVED ON YOU? _____.

HAVE YOU EVER WILLFULLY AND INTENTIONALLY REFUSED TO PAY ANY RENT WHEN DUE? _____.

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AND AUTHORIZE IdahoManagement.com VERIFICATION AND THE OBTAINING OF A CREDIT REPORT AND CRIMINAL RECORD. I AGREE THAT THE LANDLORD MAY TERMINATE ANY AGREEMENT ENTERED INTO IN RELIANCE ON ANY MISSTATEMENT MADE ABOVE. ANY DEPOSITS ACCEPTED PRIOR TO A LEASE AGREEMENT ARE CONSIDERED NON-REFUNDABLE.

DATE: _____

APPLICANT: _____

APPLICANT: _____