

## Application Requirements & Resident Qualification Standards

### Getting Started:

- Applicants are judged on the same standards, one person or family at a time, on a “first come first served” basis.
- Applications are reviewed in the order in which they are received.
- A copy of current photo identification must be provided with application.
  - Drivers license or government issued photo ID is acceptable
- Each adult over the age of 18, including married couples, must submit a separate application.
  - A \$40.00 non refundable application fee must be paid at the time of submission by Cashier's Check or Money Order
  - A separate Cashier's Check or Money Order will be required for the Application Deposit.
- All applications must be completed in their entirety, including signature.
- All occupants must meet rental history and criminal background check requirements.

### Pet Policies:

- Policies on pets vary from home to home. Please contact the office to determine the pet policy for the home for which you are applying.
- Dogs typically trained for attack purposes (Pit Bulls, Dobermans, Rottweilers, Chows, etc) will not be accepted.
- Pet policies are strictly enforced, and any breach will be grounds for termination of your lease.
- A pet deposit/fee is required plus a separate written Pet Agreement.

### Income & Employment Requirements:

- Monthly gross, verifiable income (including non garnishable) must be equal to at least 3 times the rental amount
  - Income that is between 2.5 – 2.99 may require a double deposit
  - Income that is less than 2.5 times the rental amount may require a qualified cosigner
- Valid verification of income includes pay stubs, employer contact, tax records and/or bank statements, and or a CPA prepared financial statement
- Your employment history must reflect at least 6 months with your current employer and/or previous employer
  - **Exception: Section 42 applicants and Tamarack 076 applicant's income and employment must be 3<sup>rd</sup> party verified**

*Applicants that do not meet the above income and/or employment requirement may submit a savings account statement showing a minimum balance equal to 12 months of rental payments for consideration of residency.*

*Final recommendation will also be dependent on rental & credit history.*

### Rental (or Mortgage) History Requirements:

- 6 months of valid, verifiable and unbiased (non friend/relative) rental or mortgage history required for residency.
  - Rental or mortgage history that is less than 6 months may require a double deposit.
    - **(Exception: No minimum requirement for Tamarack 076 applicants )**
      - Rental history will be verified by landlord contact. Complete landlord information must be provided.
      - Mortgage will be verified via credit report (TransUnion). If this is not possible then proof of mortgage will be requested via tax records or title.
      - Military Base Housing will be accepted for qualification purpose.
      - 3 or more late payments within a 12 month rental period will result in denial
      - 2 or more non sufficient fund (NSF) checks within a 12 month rental period will result in denial
      - 2 or more noise complaints within a 12 month rental period will result in denial
      - Failure to provide proper notice to a landlord will result in denial
      - Unlawful Detainer action or Eviction within the past 6 years will result in denial
      - Unauthorized occupants reported by a landlord will result in denial
      - A current 3 day notice to pay or vacate will result in denial
      - Unpaid collection and/or judgment filed against you and/or balance owing reported by a landlord (property management company)
      - Landlords reporting an unwillingness (would not re-rent) for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy.

*Final recommendation will also be dependent on income, employment & credit history.*

**Credit Requirements:**

- Unverifiable social security number will result in denial
- Favorable credit history must be at least 75% favorable (applicants and cosigners)
- Favorable credit history that falls between 50% - 74.99% may require a double deposit
- Favorable credit history that falls between 25% - 49.99% may require a triple deposit
- Favorable credit history that is less than 25% will result in denial
  - **Exception: Tamarack 076 applicants credit history must be 25% positive to qualify**
- Lack of an established credit history may require a qualified cosigner
  - **Exception: Tamarack 076 does not require established credit history for qualification**
- An open bankruptcy may require a qualified cosigner
- A discharged bankruptcy may require a double deposit
- Paid rental debt will result may require a qualified cosigner
- Unpaid rental debt will result in denial
  - Any previous derogatory credit history that has been paid in full will not be included in credit calculation
  - Paid or unpaid medical debt will not be included in credit calculation
- Unpaid utility debt to Idaho Power or Intermountain Gas may result in denial if not paid in full
  - **Exception: Does not apply to Tamarack 076**

*Final recommendation will also be dependent on income, employment and rental history.*

**Criminal Records:**

A criminal records search will be performed for felony and misdemeanor offense. All felony and misdemeanor offense must be disclosed at time of application submission.

Verified Name and date of birth match of any criminal conviction as follows will result in denial:

Murder (1 <sup>st</sup> and 2 <sup>nd</sup> degree)	Kidnapping (All counts)
Manslaughter (1st degree)	Theft (1st & 2nd degree)
Assault 1st, 2nd & 3rd degree)	Burglary (1st, 2nd degree & vehicle prowling 1st degree)
Robbery (1st & 2nd degree)	Malicious Mischief (1st degree)
Rape (All counts)	Arson (1st, 2nd degree & Reckless Burning 1st degree)
Child molestation (All counts)	Delivery or Sale of illegals substance (All counts)
Rape of a child (All counts)	Possession with intent to Deliver (All counts)
Outstanding criminal warrant	Any conviction resulting in a requirement to register as a sex offender.

Any felony or drug charge that is older than 7 years may be appealed depending on the nature of the offense.

***Falsification of the rental application, in whole or in part, will result in denial.***

***An incomplete application, or lack of information, may result in denial.***

***An inability to verify any information contained within the application may result in denial.***

***Applicant misrepresentations made at the time of application may result in termination of the lease agreement.***

***Once the qualification process has been completed, you will be notified by phone. In the event that the application has been approved we will schedule an appointment for all leaseholders to sign the lease. It is required that all lease holders sign the lease agreement.***

**Parklane Management Company, LLC does business in accordance with the Federal Fair Housing Laws (The Fair Housing Amendments Act of 1988). In the providing of housing, we do not discriminate against any person or household because of race, color, religion, sex, handicap, familial status, or national origin.**



**Parklane Management Company LLC**

Equal Housing Opportunity

Community Name & Number

Contact Name

Phone Number

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**Each Adult over the age of 18 must complete a separate application**

**COMPREHENSIVE**     **CREDIT/CRIMINAL/CIVIL**     **CREDIT ONLY**

Applicant     Roommate w/ \_\_\_\_\_     Cosigner     Section 42    Rental Amount: \$ \_\_\_\_\_

**APPLICANT INFORMATION**

(LEGAL) Last Name	First	Middle	Soc. Sec. #	Date of Birth	Drivers License #/State
Other Names Used		Addl Occupant (1)	Full Name	Relationship	DOB
Type & size of pets: (keeping a pet requires deposit and landlord consent)		Addl Occupant (2)	Full Name	Relationship	DOB
		Addl Occupant (3)	Full Name	Relationship	DOB
Applicant Email Address:			Applicant Telephone #:		

**RESIDENCE HISTORY**

Present Address	City	State	Zip	From	To	Phone	Monthly Pmt	
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord							<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Landlord Daytime Phone: _____		Landlord Evening Phone: _____						
Previous Address	City	State	Zip	From	To	Phone	Monthly Pmt	
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord							<input type="checkbox"/> Own <input type="checkbox"/> Rent	
Landlord Daytime Phone: _____		Landlord Evening Phone: _____						

**EMPLOYMENT HISTORY**

Current Employer	Monthly Salary	Supervisor's Name	How long?
	\$ _____		Yrs _____ Mos _____
Address	City	State	Zip
			Phone
Occupation/Department			
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 <sup>nd</sup> job	Monthly Salary	Supervisor's Name	How long?
	\$ _____		Yrs _____ Mos _____
Address	City	State	Zip
			Phone
Occupation/Department			

**ADDITIONAL INCOME** – Additional income such as chilled support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Sources \_\_\_\_\_ Are you a student?  Yes  No

**CREDIT & LOAN REFERENCES**

Auto Loan #1 (Make/Model)	License	State	Lien Holder	Lien holder Address	Monthly Pmt
Loans, Charge Accts & Credit Cards owed to	Account Number(s)	Address		Total Debt	Monthly Pmt
Bank or Savings & Loan	Branch	Address		Account Number	

**EMERGENCY INFORMATION**

Emergency Contact	Relationship	Address	City	State	Zip	Phone
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HAVE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT EVER BEEN CONVICTED OF A CRIMINAL OFFENSE AND/OR REQUIRED TO REGISTER AS A SEX OFFENDER?  Yes  No

IF YES, please list Offense(s): \_\_\_\_\_

Please list all offenses. **Include city and state** where the offense(s) were committed. Attach separate sheet if necessary.

HAVE YOU EVER BEEN ASKED TO VACATE BY A CURRENT/PREVIOUS LANDLORD?

IF YES: APT NAME: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

Yes  No

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction. **I am also aware that an incomplete application causes a delay in processing and may result in denial of tenancy.**

**Non-Refundable Processing Fee - \$36.75**

Check/Money Order # \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_