



Application Criteria Agreement

*****THIS APPLICATION IS A GENERAL APPLICATION AND NOT PROPERTY SPECIFIC. IF YOU HAVE A SPECIFIC PROPERTY THAT YOU ARE INTERESTED IN IT IS IMPORTANT TO NOTE THAT IT MAY NOT BE AVAILABLE ONCE THE APPLICATION IS APPROVED. ONCE YOUR APPLICATION IS APPROVED, YOU MUST CONTACT OUR OFFICE TO SCHEDULE A SHOWING OR BE PLACED ON THE WAITLIST.*****

APPLICATION FEES ARE NON-REFUNDABLE

Thank you for applying with Sandpoint Property Management for your housing needs. To best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and procedures.

Sandpoint Property Management Inc. (SPM) is an Equal Opportunity Housing Provider and a member of the National Association of Residential Property Managers (NARPM). Our staff members adhere to a strict Code of Ethics and comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, disability, familial status, age, or national origin. SPM complies with all state and local fair housing laws.

It is the policy of this management company that applications must be complete, and all fees paid prior to submission for consideration. All completed applications are processed and completed within 3-5 business days. This can depend greatly on how quickly *you and your* references respond. If a question on the application is not applicable, please respond N/A (not applicable), do not leave any blanks on the application. Inaccurate or falsified information will be grounds for immediate denial of an application. To process your application, we must *first* receive the following:

FEE: \$50 for each adult applicant. Adult is described as any persons over the age of 18 who will reside in the rental. Please note

Forms of payment accepted:

- *Cashier's check or money order only for walk-in applications*
- *Credit card payments accepted for online applications.*

APPLICATION: Complete, signed, and dated application for each adult (18 years and older) who will reside in the home.

IDENTIFICATION: Copy of each applicant's valid government issued photo ID (driver's license, military ID, state ID, or passport).

PROOF OF INCOME: Rent should not exceed 40% of applicant's gross income. Section 8 vouchers and certificates may be accepted. Income is verified as follows:

- Four most recent paystubs.
- For self-employed or retired individuals, a copy of your last 2 years income tax returns is required and copies of your two most recent bank statements, business and personal.
- If these documents are not clear, we may request additional information, such as a 1099 ordered directly from the IRS.

CREDIT HISTORY: We use a credit reporting agency to complete a credit background check on all applicants. Applicants with poor credit ratings may be denied. **Applicants with an open bankruptcy, open charge offs, or open collections accounts will automatically be denied.** Applicants' information showing on the credit report is subject to verification, including previous address and place of employment. Credit reports supplied by applicants *will not* be accepted. Contingent on your credit score, an additional security deposit will be required.

PETS: Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement. Certain breeds of dogs may be forbidden by various property insurance companies including Pit Bulls, Rottweilers, Dobermans, German Shepherds, Huskies,

Chows or mixed breeds with any of the above breeds. For pet owners with the above-mentioned breeds and potential additional breeds not mentioned, the pet acceptance will be based on the individual property owner's insurance guidelines, and you will be required to obtain renter's insurance that will cover your pet.

RENTAL HISTORY: Verifiable (non-family) rental history for the past one year is required.

- If you've owned a home, your payment history will be verified on your credit report.
- Increased deposits may be considered for lack of rental history, foreclosure or short sale situations.
- Evictions, small claims suits and collections may be cause for immediate denial.
- Applications may also be denied for damages beyond normal wear and tear, illegal activity on premises and/or reports of non-compliance from previous landlords.
- Any instance of a security deposit which was not returned due to damage of the rental unit beyond normal cleaning/repairs and/or any instance of property Intent to Vacate Notice not being given to a landlord and/or a broken lease, may all be cause for denial.

BACKGROUND CHECK: Any felony conviction within the last five years will be considered at discretion of Management. Additional causes for denial include but are limited to: 1) Illegal drug or gang involvement of any kind, 2) Any violent act against another person, 3) Vandalism, arson, etc., 4) Burglary, 5) Criminal Trespass, 6) Stalking. An exception may be made for type and or age of offense.

MAXIMUM OCCUPANCY: Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted:

- 1 Bedroom 3 Occupants
- 2 Bedrooms 5 Occupants
- 3 Bedrooms 7 Occupants
- 4 Bedrooms 9 Occupants
- 5 Bedrooms 11 Occupants

RENTERS INSURANCE: Sandpoint Property Management requires you to have Renters Insurance. You must provide proof of renter's insurance within 7 business days of executing a lease agreement.

NON-DISPARAGEMENT CLAUSE: You will be required to sign a Mutual Non-Disparagement Clause with your lease. This clause protects yourself and Sandpoint Property Management from disparaging comments, verbally or in writing that could be injurious to business, reputation, property, or disparaging comments which are false.

LEASE PROCESSING FEE: There will be a one-time lease processing fee of \$100 charged and it will need to be paid at the time of your lease signing.

ACCEPTANCE: If your application is approved, **you must contact our office to schedule a showing of any property you are interested in that is within your approved budget. You must be able to view a property in person once your application is approved. We do not rent properties sight unseen.** Once you have selected a property, you must be prepared to pay the security deposit and accept possession of the selected property based on the available date, within 24 hours of the property showing. Sandpoint Property Management reserves the right to adjust security deposits between one and two times the rent of a property based on credit history, rental history, or at the discretion of the owner of the rental property. After payment of the security deposit, SPM removes the property listing from the rental market. Should you choose not to occupy the property by the date the unit is available, the security deposit is nonrefundable in exchange for SPM taking it off the rental market.

Application Signature: _____ Date: _____ Application: _____ Date: _____

Application Signature: _____ Date: _____ Application: _____ Date: _____