

Application Criteria Agreement

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

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 COMPLETED AND APPROVED. IF THE PROPERTY YOU ARE INTERESTED IN IS STILL AVAILABLE ONCE THE APPLICATION IS APPROVED, YOU MAY CONTACT OUR OFFICE TO SCHEDULE A SHOWING OR BE PLACED ON THE WAITLIST.

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.

Before you apply for the home, read the following information carefully concerning the approval process. If you have any questions, contact our office at 208-263-9233 during business hours Monday to Friday 9am to 5pm Pacific Time.

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 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. In order to process your application, we must first receive the following:

FEE:\$40 for each adult applicant. Adult is described as any persons over the age of 18 who will reside in the rental. Please note:

- **APPLICATION FEES ARE NON-REFUNDABLE**
- 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 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:

1. Four most recent paystubs or direct deposit receipts.
2. For self-employed or retired individuals, a copy of your last two years income tax returns is required and copies of your two most recent bank statements, business and personal.
3. 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 or open collection 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.

4. If you've owned a home, your payment history will be verified on your credit report.
5. Increased deposits may be considered for lack of rental history, foreclosure or short sale situations.
6. Evictions, small claims suits and collections may be cause for immediate denial.
7. 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.
8. 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 \$95 charged and it will need to be paid at the time of your lease signing.

ACCEPTANCE:If your application is approved, 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.

Personal Information

First Name

Middle Name

Last Name

Street Address

City

State

Zip

Social Security #

Date of Birth

Home Phone

Work Phone

Mobile Phone

Annual Income

Email

Additional Applicants

(Over the age of 18)

Add Additional
Applicant

Other Occupants

Please identify any occupants under the age of 18

Occupant 1

First Name

Last Name

Date of Birth

Relationship

Occupant 2

First Name

Last Name

Date of Birth

Relationship

Occupant 3

First Name

Last Name

Date of Birth

Relationship

Occupant 4

First Name

Last Name

Date of Birth

Relationship

Pets

Type, Breed, Weight
(lbs.), Color, and Name

Type, Breed, Weight
(lbs.), Color, and Name

Type, Breed, Weight
(lbs.), Color, and Name

Rental History

Current Residence

Do you rent this property?

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Previous Residence

Did you rent this property?

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Previous Residence

Did you rent this property?

Move In

Move Out

Landlord

Landlord Phone

Street Address

City

State

Zip

Rent Amount

Reason for leaving

Employment Information

Current Employment

Date Start

Date End

Employer Name

Position

Supervisor

Phone

Address

Salary

Previous Employment

Date Start

Date End

Employer Name

Position

Supervisor

Phone

Address

Salary

Other Information

Vehicle Information

Description (Color Etc.)

License Plate #

State

Make

Model

Year

Emergency Contact

Name

Address

Home Phone

Mobile Phone

Required Documentation

Photo ID #1

Photo ID #2

Proof of Income #1

Proof of Income #2

Proof of Income #3

Proof of Income #4

Photo of Pet(s)

By checking this box you acknowledge that your application fees is NON-REFUNDABLE and no exceptions will be made. Once approved your application fee is good for Six (6) months.

By checking this box applicant(s) hereby consent to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, criminal history and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). Applicant(s) understand that Landlord shall have a continuing right to review applicant's credit information, rental application, payment history, occupancy history, criminal background history and related information for account review purposes and for improving application methods.

- By checking this box applicant(s) hereby declares that all information provided on this Rental Application is complete, true, and correct to the best of his/her/their knowledge. Applicant(s) hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant(s) further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement.
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