

\*\*\*PLEASE READ OVER ENTIRE APPLICATION AND APPLICATION GUIDELINES BEFORE SUBMITTING\*\*\*

Quality Management

811 7<sup>th</sup> Street South, Nampa ID 83651 208-466-4888 Fax 208-465-0276

RCE-401

 Rental Application Address of Property\_\_\_\_\_

PERSONAL INFORMATION

Applicants full Name: \_\_\_\_\_ Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License No. / State \_\_\_\_\_ Telephone# \_\_\_\_\_

Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License #. \_\_\_\_\_ Color \_\_\_\_\_

RESIDENTIAL REFERENCES

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Have you given Notice: \_\_\_\_\_

Dates at this Address: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Former Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Have you given Notice: \_\_\_\_\_

Dates at this Address: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Former Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Have you given Notice: \_\_\_\_\_

Amount Time at this Address \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_

Phone# \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_ Any Additional income: \_\_\_\_\_

Former Employer \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_

Phone# \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_ Any Additional income: \_\_\_\_\_

<b>BANK REFERENCES</b>
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Name of Bank: \_\_\_\_\_ Branch Location \_\_\_\_\_ Phone# \_\_\_\_\_

Account Type: \_\_\_\_\_

<b>PERSONAL REFERENCES ( MUST NOT BE RELATED)</b>
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Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

How Known: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

How Known: \_\_\_\_\_ Years Known: \_\_\_\_\_

<b>PERSONAL CONTACTS</b>
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Emergency Contact Person: \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone# \_\_\_\_\_

Nearest Relative: \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone# \_\_\_\_\_

Have You Ever:



Filed a Petition of Bankruptcy? \_\_\_\_\_ When? \_\_\_\_\_

Explain \_\_\_\_\_



Been Evicted from any Tenancy? \_\_\_\_\_ When? \_\_\_\_\_

Explain \_\_\_\_\_



Willfully refused to pay rent? \_\_\_\_\_ When? \_\_\_\_\_

Explain \_\_\_\_\_



Been convicted of a Felony? \_\_\_\_\_ When? \_\_\_\_\_

Explain \_\_\_\_\_

GROUP/FAMILY INFORMATION			PETS			
Name	Age		Type	Breed	Size/Age	Inside, Outside or Both

I declare that the foregoing is true and correct. I authorize its verification and give my permission for obtaining a credit report and/or further investigation deemed necessary for the determination of credit and or public information required to complete this application. I agree that any information obtained from this application can and will be shared with the owner of the property that I am applying. I further agree that the landlord may terminate any agreement entered into in reliance on any mis-statement made above. Applicant must be of legal age, 18 years or older.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

## **Quality Management**

**811 7<sup>th</sup> Street South**

**Nampa ID 83651**

**208-466-4888 Fax 208-465-0276**

### **Quality Management Application Policy**

1. Everyone over the age of 18 must fill out an application, pay a screening fee and qualify individually. The first application for the unit is \$25.00. A \$10.00 fee will be charged for every application thereafter including co-signers if allowed. This screening fee must be paid in cash only. The screening fee is Not Refundable once your credit has been run.
2. We will evaluate your credit history. Any excessive or unpaid collections may result in denial. Unpaid utility bills in collections would have to be paid and receipt provided. If you have had a Medical Bankruptcy or Medical Collections and have since established credit we will take this into consideration.
3. Please refer to our application Guidelines which are attached to this application.
4. Your credit report will show your current address and any previously reported addresses you have used. Your past history up to ten (10) years will be included on your credit report. Any unexplained discrepancies in addresses may result in denial.
5. We require the first month's rent and the deposit be paid in cash or money order. After the initial payment you may pay by check, money order or cash.
6. The security deposit required on each property is equal to the monthly rent. To receive the deposit refund the following conditions must be met:
  - a. You must meet the full term of your lease.
  - b. Give a 30-day Written Notice to move. You will be responsible for rent for the full 30-days
  - c. The carpets must be professionally cleaned and a receipt for cleaning must be provided.
  - d. The unit must be cleaned per the cleaning instructions provided, and free of any damage.
  - e. You must have a zero balance on your account. This includes late fees, service fees, etc.
7. We require a minimum \$100.00 additional deposit per pet, if allowed in the unit you are applying for. The individual owners of each property reserve the right to require a higher deposit for a pet. Dogs under 1 year require a \$200.00 deposit. Fish tanks over 20 gallons will require a \$100 deposit per tank. Any unauthorized pets brought onto the property will result in a 30-day notice to vacate. Friend's animals or

**"pet sitting" is not allowed even for short periods. PETS MUST BE APPROVED BEFORE THEY ARE MOVED INTO YOUR RENTAL UNIT.**

8. Our Rents are due on the 1<sup>st</sup> day of each Month. We allow you until 5:00 p.m. on the 5<sup>th</sup> of the month to get your rent payment into our office without penalty. A \$50.00 late fee will be charged for any rents received after 5:00 p.m. on the 5<sup>th</sup>. **NO** Exceptions will be made on late rent.
9. We issue (1) **one** key for each unit we rent. You may make copies at your own expense. If you change the locks, please see that we get a copy of that key immediately. When you vacate your rental unit, return key to **Our Office. Do not leave keys in the unit, rent continues until the key is returned to Quality Management.**

**I have read and understand the above stated policies and conditions.**

**Date:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**I can read and understand English (initials only)** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Translator** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**All Translators= must show a current Photo ID and prove that they can read and understand English.**

<i>Office Use Only</i>
Application Paid “ \$25 “ \$10
Application Status Pass Fail
Key Check Out Form Attached
Application Date: _____
Application Taken By _____

**Quality Management**

**811 7th Street South**

**Nampa, Idaho 83651**

**RCE-401**

**Application Guidelines and Criteria for Tenancy**

**\*\*\*Please read over the following information before you fill out and turn in an application, we are not responsible if you pay to run an application that fails due to criteria**

**Automatic Denials**

**1. Felony conviction less than 7 years from release date will result in denial (proof of release date will be required).**

**\*\*A felony due to drug or alcohol use will be waived with proper documentation**

**2. Criminal Conviction-**

**A. If there is a criminal conviction and the applicant has been out of jail less than 6 months they will be denied.**

**B. Regardless of conviction date, no applicant with a conviction for an act of violence, sex crime or illegal manufacturing or distribution of drugs will be accepted.**

**3. Bankruptcy- An open bankruptcy or a bankruptcy which has been closed for less than six (6) months will result in denial.**

4. Two or more NSF checks within the last five years will result in denial. Less than two NSF checks over five years ago will be considered but applicant would be required to pay with CASH for the entire term of tenancy.
5. Your application will be denied if you are unable to supply us with a valid, verifiable ***Social Security Number*** or verification of legal residency/status
6. An *eviction* or outstanding collection accounts owed to another landlord will result in your application being denied.
7. Rental history showing damage to property and/or disturbance complaints or late rent payments will result in denial.
8. Rental history with disturbance complaints and/or violation notices by management will be denied.

### **General Requirements**

1. Copy of a photo ID is required on each applicant.
2. Applications must be completely filled out and signed. Any adult living in the rental needs to fill out an application.
3. Application fees must be paid prior to processing the rental application.
4. Applicant must have checked out keys and viewed the property for which they are applying.
5. Applicant acknowledges and accepts that Quality Management represents the owner of the property for which they are applying for.

### **Rental Requirements**

1. You must be able to provide addresses rented and landlord/property management phone numbers in order for verification.

2. Verifiable residence history from a third party landlord required, renting from family members is not third party.
3. Rental history demonstrating residency, but not by a third party, may require an additional security deposit or a co-signer if allowed at property.
4. Home ownership will be verified through tax assessor's office or credit report.

### **Income / Credit Requirements**

1. You must have some type of verifiable income. Your monthly income must equal approximately two (2) times the rent you are applying for on homes priced \$699 or below and three (3) times the monthly rent for properties \$700 and over.
- 2 You will need to provide pay stubs for your proof of income.
3. If monthly income is not quite equal to approximately two(2) times the stated rent, an additional security deposit or co-signer may be required if property allows.
4. Applicant must have a minimum of 2 lines of credit in good standing for at least six months. If no credit is present you may be asked for a Co-signer or additional deposit if property allows.
5. Self-employed individuals must have income verified through current year's tax returns.
6. If property allows: a co-signer may be used only if credit criteria does not meet application guidelines and all other information is favorable. We will supply you with a separate co-signer application. In order to qualify as a co-signer, applicant may not be self-employed, retired or on social security, disability. Co-signers must meet or exceed application qualification guidelines. Any negative information on applicant will result in denial.
7. If unemployed, applicant must be able to provide proof of unemployment payments and term of payments. Payment must still equal twice the amount of rent. Failure to provide proof of unemployment compensation will result in denial.