

## Our Application Requirements

The following information explains the criteria that we use to screen our tenants. Please note that the following information is general criteria only. For more specific criteria on a given property, please contact [Team Idaho Property Management](#) directly.

### **Application requirements:**

- Applications will be submitted on-line via our website at [www.teamidahopropertymanagement.com](http://www.teamidahopropertymanagement.com) or delivered to our office at 204 S Main St., Moscow ID 83843.
- Each applicant over the age of 18 and co-signers must submit a completed application and pay the application fee of \$45.00 per person. (Application fees are not refundable)
- A minimum of 3 years verifiable rental history from a 3rd party landlord (not a relative) - OR - a minimum 2 year verifiable history of home ownership. If you do not have rental history a co-signer will be required.
- Total household monthly income must be at least (3) times the amount of rent. Submit a copy of past 90 days of current paystubs, as well as any proof of any court ordered spousal or child support, Social Security benefits, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income. If self-employed, please submit two (2) years of tax returns and most current 3 months of bank statements. Income received annually will be averaged over 12 months.
- Employment must be verifiable
- Co-Signers must make (4) times the monthly rent, provide 90 days of current paystubs and employment must be verifiable. Co-Signers must be at current employment for (3) years or more.
- All Co-Signers must reside within the United States.
- Co-Signers are jointly financially responsible for all funds due related to the lease agreement.
- Each application must be submitted with a copy of a valid government issued photo ID (i.e. Driver's License, State Identification Card, Passport) (**including co-signers**)
- Approved applications have 3 days to sign the lease. After 3 days the unit will be given to the next qualified applicant.

### **Credit:**

- Applicant (including co-signer) must have a minimum credit score of 650.
- If credit score is below 650 an additional security deposit or last month's rent may be charged.
- Credit will be obtained for each applicant through TransUnion.
- If credit report contains a bankruptcy, negative credit, judgements, collections or liens, acceptance is at the discretion of the property manager.
- Any utility collections must be paid in full before lease signing. Proof from utility company showing paid in full will be required.

### **Automatic Application Denial:**

- Lack of Social Security number
- Four or more late payments of rent or mortgage within a 12 month period.
- Two or more NSF checks within a 12 month period.
- Rental history reflecting any unpaid past due rent.
- Any unlawful detainer action or eviction within the last 3 years.
- Rental history reflecting property damage.
- Rental history with complaints (disturbance or other) if the manager would not re-rent.
- Any past incidence of an unauthorized person or pets in a property if the manager would not re-rent.
- Any collections or judgements from past landlords.

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- Any outstanding balance owed to past landlords.
- Application with missing, false, inaccurate or misleading information.
- Applicant will not be considered if applicant has any bankruptcy proceedings not yet discharged. Proof of discharge will be required. (After a discharged bankruptcy, applicant must show 6 months of positive, established credit).

#### **Security Deposit & Move in Costs:**

- Security deposit starts at (1) months' rent and may be increased based on employment, rental history and credit history.
- Security Deposits, Pet Deposits, First and Last months' rents are to be paid by Money Orders or through the Tenant Online Portal ONLY prior to move-in.
- Lease Preparation Fee. Tenant shall pay prior to occupancy a non-refundable initial lease preparation fee in the amount of \$195.00.
- All move-in Fees must be paid in full before taking possession of the rental property.
- If move in date is on or after the 20<sup>th</sup> of the month. The next full months' rent will be due at time of move in.

#### **Other:**

- Individual rental property owners set pet policy on their property.
- All applicants must see the interior of the property before a Residential Lease can be submitted and accept the property in an AS IS condition, except where there is written agreement for repairs with the owner. If so, that agreement will become a part of the lease. Verbal representations are non-binding.
- We acknowledge and abide by all Fair Housing laws and regulations.
- Applications will be processed in the order received, first application with all requirements received equals first considered in approval process.
- All photo I.D.s must be received BEFORE your application will be processed.
- Completed rental applications will be processed in the order that they are received. It is your responsibility to provide us with the necessary information to contact your present and past landlords. We will make a good faith effort; however, if we are unable to contact your landlords for a rental reference and verify your rental history, your application may be denied.
- If an application is for a property is in advance of the existing tenant vacating, please be aware that the date the unit becomes available is subject to change due to existing tenant schedule and the needs of unit turnover without prior notification.
- Modifications to tenancy do require an administrative processing fee and requests must be made in writing and are subject to additional fees.
- Insurance: Landlord is not liable to any Tenant, resident, guest, or occupant for personal injury or damage or loss of personal property from any cause, including but not limited to: fire, smoke, rain, flood, water and pipe leaks, hail, ice, snow, lightning, wind, explosions, earthquake, interruption of utilities, theft, or vandalism unless otherwise required by law. Landlord does not maintain insurance to cover Tenant's personal belongings or personal injury. Tenant assumes all liability for personal injury, property damage or loss, and insurable risk.
- Tenant shall maintain and provide proof of the following minimum required insurance coverage:
  - \$100,000 limit of liability for Tenant's legal liability for damage to Landlord's property for no less than the following causes of loss: fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage ("Required Insurance"). Tenant must provide proof of the Required Insurance to Landlord prior to occupancy of the leased Premises and during each renewal period and upon request by Landlord. If Tenant fails to provide such proof of coverage, Landlord has the right and authority to purchase such

coverage on behalf of the Tenant through its Legal Liability to Landlord Program and include the costs of such coverage as additional rent. Failure of Tenant to comply with this Paragraph 14 shall be a material default of this Lease and subject the Tenant to lease termination and eviction.

- Tenant can authorize Landlord to enroll Tenant in Legal Liability to Landlord Program and charge costs to Tenant OR
- Tenant shall provide Landlord with Tenant's own policy providing the required coverage.
- This policy will cover only Tenant's legal liability for damages to Landlord's property. This policy is not a renter's policy and does not protect Tenant against all other claims, such as damage to tenant's personal property, personal injury, theft, or any other action that may arise from Tenant's use of the Premises.
- Landlord urges Tenant to get a renter's policy for losses to Tenant's personal property or injuries due to theft, fire, water damage, pipe leaks and the like.