

## **RENTAL POLICIES AND REQUIREMENTS**

The following policies were established to ensure that all applications processed will be treated fairly and equally. Please read the following policies. Only one application will be processed at a time and will be processed in order received. An incomplete application will not be processed until all information is received. The main criteria we use in determining if your application is acceptable are: (1) Rental History and Landlord References (2) Income and Work Stability (3) Credit History.

### **APPLICANTS**

- Each Person 18 years of age or older that will be occupying the property is required to *complete* and sign an application.

### **CREDIT CRITERIA**

- We will obtain a credit report for each applicant and co-signer age 18 or older.
- Credit scores below 600 may require last months rent as additional security. All other qualifications must be satisfied.
- Applicants with discharged bankruptcies are considered but must meet all other requirements.

### **EMPLOYMENT REQUIREMENTS**

- Applicant(s) must provide 12 months verifiable employment.

### **INCOME CRITERIA**

- Household income must be equal to or greater than two and a half times the monthly rent amount.
- Income will be verified from copies of the prior month's pay stubs and a phone call to the employer.
- Self-Employed applicants must provide proof of income (bank statements, tax return, Schedule C, etc.)
- Unverifiable income will NOT be considered.

### **RESIDENTIAL REQUIREMENTS**

- Applicants must provide 12 months of verifiable RENTAL HISTORY or proof of home ownership and/or positive reference(s) from previous property manager(s).
- The application will be denied if there is a combined amount of 4 NSF checks within a twelve month period. If there are 2 or 3 late/NSF payments within a twelve month period, you may be approved with an increased deposit.
- The application will be denied if the rental history demonstrates documented noise or other complaints, and/or when the previous or current manager/owner's references indicate lease violations, damage to the property or money owed.
- Any level 1 or unlawful detainer will automatically result in denial of the application. For all Level II evictions or unlawful detainers within the last 3 years, applicant may have to provide proof showing that their residence address for the time period of the eviction is different than the address listed for the eviction. Any level II evictions or unlawful detainer over 3 years old may be dismissed.

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**RENTAL APPLICATION**

*Separate Application Required for Each Adult Applicant*

**ADDRESS OF PROPERTY APPLYING FOR:**

\_\_\_\_\_

**DESIRED DATE OF MOVE-IN:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**DESIRED LEASE TERM:** (check one): [  ] 12 months [  ] Other (Specify): \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (full legal name): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone: \_\_\_\_\_      Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License / ID Number: \_\_\_\_\_      State: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

**NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:  
(Each Adult Applicant Must Provide a Separate Application)**

Name: \_\_\_\_\_      Relationship: \_\_\_\_\_

Name: \_\_\_\_\_      Relationship: \_\_\_\_\_

Name: \_\_\_\_\_      Relationship: \_\_\_\_\_

**APPLICANT / OCCUPANT VEHICLE(S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Current Employer**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Supervisor: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_      Still employed? (Check one) \_\_\_yes\_\_\_no

**Previous Employer**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Supervisor: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_      Still employed? (Check one) \_\_\_yes\_\_\_no

**RENTAL HISTORY:**

**Current Address:** \_\_\_\_\_

Dates Lived at This Address: From: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Dates Lived at This Address: From: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**INCOME:**

Gross Monthly Employment Income before Deductions: \$ \_\_\_\_\_

Gross Monthly Income from Other Sources (average): \$ \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**CREDIT and FINANCIAL INFORMATION:**

**Credit Accounts:**

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Vehicle Loan: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Vehicle Loan: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Other: Type \_\_\_\_\_ Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**

There are to be no pets in the house or on the property: Do you have pets? Yes \_\_\_\_\_ No \_\_\_\_\_

There is to be no smoking in the house or on the property: Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to have water filled furniture on the rental property? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever filed for bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_

If any of your answers above were yes, please explain. (Please attach if necessary):

**APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Known this reference how long? \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT INFORMATION:**

Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

By clicking the 'Submit' button below, I (We) certify that: This application is for CCH Property Management. I certify that all information provided is true, correct, and complete and that I am at least 18 years old and I am legally able to enter into a contract. CCH Property Management is authorized to verify or check any information given to obtain credit reports on me, and agree that by submitting this form electronically it is the same as signing this document.

If not submitting electronically please return to one of the following:

Fax: 208-461-4462  
Email: [Travis@TheCCHGroup.com](mailto:Travis@TheCCHGroup.com)  
Address: 2023 N Bingham Dr.  
Nampa, ID 83651