



Application Requirements & Resident Qualification Standards

Getting Started:

- > Applicants are judged on the same standard, one person or family at a time, on a “first come first served” basis.
- > Applications are reviewed in the order in which they are received.
- > A copy of current photo identification must be provided with application.
 - Drivers license or government issued photo ID is acceptable.
- > Each adult over the age of 18, including married couples, must submit a separate application.
 - A \$35.00 non refundable application fee must be paid at the time of submission.
- > All applications must be completed in their entirety.
- > All occupants must meet rental history and criminal background check requirements.
- > If the tenant submits an application but withdraws before receiving approval or denial, or if Management accepts the application but the applicant chooses not to sign a lease, the applicant understands that any holding deposits will be forfeited. However, if the application is denied, the Management Company will refund the deposit. In all cases, the application fee(s) are non-refundable. Applicants applying for a section 42 Tax Credit unit, please allow an additional 24-48 hours for income certification. Note the tenancy approval with pending certification is considered “accepted.”

Pet Policies:

- > Please contact the office to determine if there are any varying pet policies for the home for which you are applying.
- > No more than 2 pets are allowed and require a separate written pet agreement.
- > Dogs typically trained for attack purposes (Pit Bulls, Dobermans, Rottweilers, Chows, etc) will not be accepted.
- > Pet policies are strictly enforced, and any breach will be grounds for termination of your lease.
- > Applicants with ESA's must disclose the proper paperwork in conjunction with their application.

Income & Employment Requirements:

- > Monthly gross, verifiable income (including non garnishable) must be equal to at least 3 times the rental amount.
 - Income that is between 2.5 - 2.99 may require a double deposit.
 - Income that is less than 2.5 times the rental amount may require a qualified cosigner.

> Valid verification of income includes pay stubs, employer contact, tax records and/or bank statements, and a CPA prepared financial statement.

> Your employment history must reflect at least 6 months with your current employer and/or previous employer.

- Exception: Section 42 applicant's income and employment must be 3rd party verified.

Applicants that do not meet the above income and/or employment requirements may submit a savings account statement showing a minimum balance equal to 12 months of rental payments for consideration of residency.

Final recommendation will also be dependent on rental & credit history.

Rental (or Mortgage) History Requirements:

> 6 months of valid, verifiable and unbiased (non friend/relative) rental or mortgage history required for residency.

Rental or mortgage history that is less than 6 months may require a double deposit.

- Rental history will be verified by landlord contact. Complete landlord information must be provided.
- Mortgage will be verified via credit report (Transunion). If this is not possible then proof of mortgage will be requested via tax records or title.
- Military Base Housing will be accepted for qualification purposes.
- 3 or more late payments within a 12 month rental period will result in denial.
- 2 or more non sufficient fund (NSF) checks within a 12 month rental period will result in denial.
- 2 or more noise complaints within a 12 month rental period will result in denial.
- Failure to provide proper notice to a landlord will result in denial.
- Unlawful Detainer Action or Eviction within the past 6 years will result in denial.
- Unauthorized occupants reported by a landlord will result in denial.
- A current 3 day notice to pay or vacate will result in denial.
- Unpaid collection and/or judgment filed against you and/or balance owing reported by a landlord (property management company) will result in denial.
- Landlords reporting an unwillingness (would not re-rent) for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy will result in denial.

Final recommendation will depend on income, employment and credit history.

Credit Requirements:

> Unverifiable social security numbers will result in denial.

- > Credit score above 599 may require a single deposit (lease guarantor must have a credit score of 700 or above).
- > Credit scores that are less than 600 will result in denial unless a qualified cosigner is provided.
- > Lack of an established credit history may require a qualified cosigner.
- > An open bankruptcy may require a qualified cosigner.
- > A discharged bankruptcy may require a double deposit.
- > Paid rental debt may require a qualified cosigner.
- > Unpaid rental debt will result in denial.
 - Any previous derogatory credit history that has been paid in full will not be included in credit calculation.
 - Paid or unpaid medical debt will not be included in credit calculation.
- > Unpaid utility debt to Idaho Power or Intermountain Gas may result in denial if not paid in full.

Final recommendation will depend on income, employment and credit history.

Criminal Records:

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed at time of application submission.

Verified Name and date of birth match of any criminal conviction as follows will result in denial:

Murder (1st and 2nd degree)	Kidnapping (All counts)
Manslaughter (1st degree)	Theft (1st and 2nd degree)
Assault (1st, 2nd & 3rd degree degree)	Burglary (1st, 2nd degree & vehicle prowling 1st degree)
Robbery (1st & 2nd degree)	Malicious Mischief (1st degree)
Rape (All counts)	Arson (1st, 2nd degree & Reckless Burning 1st degree)
Child molestation (All counts)	Delivery or Sale of illegal substance (All counts)
Rape of a child (All counts)	Possession with intent to Deliver (All counts)
Outstanding criminal warrant a sex offender.	Any conviction resulting in a requirement to register as

Any felony or drug charge that is older than 7 years may be appealed depending on the nature of the offense.

Falsification of the rental application, in whole or in part, will result in denial.

An incomplete application, or lack of information, may result in denial.

An inability to verify any information contained within the application may result in denial.

Applicant misrepresentations made at the time of application may result in termination of the lease agreement.

Once the qualification process has been completed, you will be notified. In the event that the application has been approved, all leaseholders will receive a copy of the lease. It is required that all lease holders sign the lease agreement.

Parklane Management Company, LLC does business in accordance with the Federal Fair Housing Laws (The Fair Housing Amendments Act of 1988), Idaho Code and applicable City and County Code. In the providing of housing, we do not discriminate against any person or household because of race, color, religion, sex, sexual orientation, handicap, familial status, or national origin.

I have read and acknowledged these qualification standards and consent to the background check.

Signature

Date