

## **Application**

Palouse Properties thanks you for selecting us for assistance with your residential housing needs. The owners and tenants of the properties we manage include our neighbors, families, and friends. We feel an obligation, therefore, to ensure that properties managed by Palouse Properties are rented and maintained in a manner that protects the quality of both the dwellings and the neighborhoods where our tenants reside. For this reason, Palouse Properties utilizes a thorough screening process of all tenant applications based, in part, on the set of objective criteria listed below.

Once you have selected a rental, you must complete, sign and return the Application. Each person over the age of 18 years who intends to reside in the rental unit must submit an Application. In order for an applicant to be considered for tenancy, the applicant must meet the following minimum requirements. These requirements are not the exclusive criteria on which a decision will be based. Palouse Properties reserves the right to use its managerial discretion in reviewing each application.

**1. Age and Identification** - All rental applicants must be over the age of 18 years, have a valid government issued picture identification and a social security number. Foreign nationals must provide a valid passport and visa information (form I-20, or other visa documents).

**2. Complete application** - A Palouse Properties rental application must be completed in its entirety. Failure to complete the entire application or submission of false information will result in denial of the application.

**3. Verifiable Good Credit** - Credit reports from a national credit bureau will be examined. Seventy-five percent of the credit items that appear on the report must be rated seven or lower on a 0 to 9 scale.

**4. Good Previous Rental History** - Applicant's previous landlords must give positive recommendations to Palouse Properties survey.

**5. Criminal History** - No applicant will be accepted who has been convicted of a felony and has not successfully completed all court-ordered requirements of his or her sentence, including incarceration, probation, payment of legal financial obligations, principal and interest, and restitution. The completion date of all court-ordered requirements of the sentence must be at least seven years ago. No applicant will be accepted who has been convicted or plead no contest to a crime against a person or property, a violent offense, a sex offense (or a crime where sexual motivation is alleged), or is a registered sex offender.

Palouse Properties cannot guarantee any unit you have seen to be available by the time your application is processed. There is no agreement to rent a particular property until the lease agreement is signed by both lessee and lessor. The security deposit must be paid in full at the time the lease is signed.

Please be aware that only select properties allow pets. The presence of unauthorized pets in the dwelling units, even temporarily, is grounds for collection of additional fees and/or immediate termination of the lease under our standard Rental Agreement.

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**Kenworthy Plaza 115 S Washington Suite 2**

**E-Mail: [Rentals@palouseproperties.com](mailto:Rentals@palouseproperties.com) \*\*\* Web: [Http://www.palouseproperties.com](http://www.palouseproperties.com)**

Initials: \_\_\_\_\_  
 Past TNT/Unit: \_\_\_\_\_  
 PL/Chk/Cash: \_\_\_\_\_  
 Applicant Approved: \_\_\_\_\_



Start/End Date: \_\_\_\_\_  
 Rent Amount: \_\_\_\_\_  
 Lease Sign Date: \_\_\_\_\_  
 Expire Date/Time: \_\_\_\_\_

### Rental Application

Each single adult (18 or older) must fill out a separate application  
 There is a non-refundable application fee of \$20/adult

11/28/16

#### Rental Property

Rental Address			Unit	Lease Term Desired	Start Date <small>(MM-DD-YYYY)</small>
Rent Rate	Are you adding onto an existing lease? <input type="radio"/> Yes <input type="radio"/> No	List all other Tenants/Persons to occupy the Property			

#### Personal Information

First Name	Middle Name	Last Name	Gender <input type="radio"/> Male <input type="radio"/> Female
Birthdate (MM-DD-YYYY)	Social Security Number	Driver's License Number	Driver's License State
Cell Phone Number	Land Phone Number	Are you a U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No	Are you Married? <input type="radio"/> Yes <input type="radio"/> No
Email Address			Year in School?

#### Spouse Information

First Name	Middle Name	Last Name	Gender <input type="radio"/> Male <input type="radio"/> Female
Birthdate (MM-DD-YYYY)	Social Security Number	Driver's License Number	Driver's License State
Cell Phone Number	Land Phone Number	Are you a U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No	Year in School?
Email Address			

#### Current & Former Address (Last Two)

Address	City	State	Zip Code	
Landlord	Phone Number	Monthly Rent	In Date	Out Date
Address	City	State	Zip Code	
Landlord	Phone Number	Monthly Rent	In Date	Out Date

### Emergency Contact (Parent/Relative)

Name	Phone Number	Relationship (Relative Preferred)	
Address	City	State	Zip Code

### Vehicle Information

License	State	Make	Model	Year	Color

### Employment Information

Please fill in last two positions if applicable (MM-DD-YYYY)

Company	Supervisor	Phone Number	Annual Income	Start Date	End Date

Have you ever been convicted of a criminal offense or sex related crime?  Yes  No

Have you filed bankruptcy in the last 10 years?  Yes  No

Reason:

Do you have any pets or do you intend to get any pets?  Yes  No

If yes, how many?

Breed:

Age:

I understand I acquire no rights to a rental unit until I sign a rental agreement.

I understand that according to state and federal laws I have the right to dispute the accuracy of information provided by owner/landlord/agent under the Federal Fair Credit Reporting Act. I certify that to the best of my knowledge all statements made herein are true and correct. I am aware that false, fraudulence or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. I am also aware that an incomplete application causes a delay in processing and may result in denial of residency. I understand that a non-refundable application fee of \$20/applicant made payable to Palouse Properties will be charged for processing each application.

I hereby grant permission to the owner/landlord/agent to obtain credit reports, public records, public record information, verification of rental history, credit history, employment history and any necessary information for screening purposes. An investigative report will be provided to the rental owner or agent.

Date: \_\_\_\_\_ Please print the application, sign and return to Palouse Properties

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

