



## RENTAL APPLICATION GUIDELINES

Thank you for making application to rent from Realty Management Associates, Inc. In order to be approved for residency you need to complete several steps in the application process and provide all requested information. Attached find two basic documents:

- 1. APPLICATION FOR RENTAL.** This application form must be filled out completely then signed and dated. Provide all requested information by filling in all blanks on the application. Failure to provide any requested information will result in rejection of the application.
- 2. STATEMENT OF RENTAL POLICY.** This statement describes our rental policies and criteria for tenancy. Read this statement thoroughly, failure to meet the requirements set forth will result in rejection of application.

In addition to the above, Realty Management Associates, Inc. requires you (each adult) to provide the following additional information:

- 1. PAY STUBS.** Attach copies of your two most recent pay stubs.
- 2. W-2 STATEMENTS.** Attach a copy of last year's W-2 statement of earnings.
- 3. TAX RETURNS.** For self-employed or retired individuals, a copy of the last two years income tax returns will be required.
- 4. BANK STATEMENTS.** Attach copies of your two most recent months bank statements, both personal and business.
- 5. IDENTIFICATION.** Two forms of identification are required of each adult. One of these must be photo identification.
- 6. OTHER.** All information and other sources of income must have reliable documentation. Realty Management Associates, Inc. may request other information during the application process.

Failure to provide any requested information would deem the application incomplete and therefore rejected. Please take the time to obtain all information and deliver to the office of Realty Management Associates, Inc. For your convenience, Realty Management Associates, Inc. will make copies of any original documents.

**REALTY MANAGEMENT ASSOCIATES, INC.**  
**STATEMENT OF RENTAL POLICY**  
**Revised 02/01/08**

1. **WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **AVAILABILITY.** Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned and prepared for the new resident. We update our list of upcoming available properties as notices are received, and availability is subject to change at any time.
3. **OCCUPANCY GUIDELINES.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment/house. In determining these restrictions, we adhere to all applicable fair housing laws.
4. **APPLICATION PROCESS.** We evaluate every application in the following manner. Each adult (18 years of age or older) or married couple must submit an Application for Rental and answer all questions on the form. Each adult or married couple must pay the scheduled nonrefundable application fee. We will check your credit report, employment references and rental references to confirm that our rental criteria are met. If you meet our criteria, we will approve your application. This process takes one to five business days depending on the availability of references. In the event of multiple applicants, we will rent the available property to the first applicant that meets our criteria. See the attached Rental Application Guidelines for more specific information on the application process.
5. **RENTAL CRITERIA.** To qualify for a property you must meet the following criteria:
  - a. **Income.** Your monthly income must be at least two and one half times the monthly rent. Your total monthly obligations must not exceed 80% of your income. You must be able to prove at least one year of employment immediately preceding the date of your application. If you are a full time student we will require you have your lease guaranteed. If you are unemployed or retired you must provide proof of a source of income. Roommates must apply individually and qualify individually.
  - b. **Rental History.** You must have satisfactory unbiased rental references from at least two years immediately preceding the date of your application. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. Homeowners must show timely mortgage payment history, verification of proper maintenance and proof of ownership. If you have ever been evicted or sued for any lease violation, we will reject your application. Your application will be turned down if a previous landlord reports significant complaint levels of noncompliance.
  - c. **Credit History.** Your credit record must currently be satisfactory, and in compliance with the credit score policy\* outlined on page 2 of this document. Bankruptcy does not automatically reject your application. If your credit history shows nonpayment of any rents or leasehold obligations, we will reject your application.
  - d. **Criminal History.** If you have ever been convicted of a felony or, within the past five years, you have ever been convicted of a misdemeanor that would be considered violent or a serious threat to real property, including manufacture or distribution of controlled substances, we will reject your application. Criminal background checks are conducted as part of the application process.
  - e. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for the property if you can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except we will deduct the guarantor's own housing costs before applying his or her income to our income standard. An additional deposit equaling one month's rent will be required on all guaranteed leases. Out of State Guarantors are not acceptable.
  - f. **Roommates.** Roommates are considered for tenancy. Each roommate, individually, must qualify based on the above criteria. At minimum, an additional deposit equaling one month's rent will be required for all roommate leases.
  - g. **Deposit.** Advertised deposits are available if you have good credit, required income and acceptable references. Realty Management Associates, Inc. reserves the right to require additional deposit if one or more of the criteria is not met.
6. **HOUSING SUBSIDIES.** Realty Management Associates, Inc. will not consider Boise City/Ada County Housing Authority contracts.

7. **FALSE INFORMATION IS GROUNDS FOR DENIAL.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after the rental/lease agreement is signed, your rental/lease agreement will be terminated.
8. **RENTAL AGREEMENT.** If you are accepted, you will be required to sign a rental/lease agreement in which you will agree to abide by the rules of the rental unit or complex and/or neighborhood. Prior to execution, a complete copy of our rental/lease agreement is available for anyone who would like to review it. In addition to other important requirements, please note that your rental/lease agreement will:
  - a. Require you to report any maintenance problems that occur during your tenancy. Failure to notify management can result in you being held responsible for any damages.
  - b. Require you to prevent all household members, guests, and visitors from engaging in any lease violation behavior.
  - c. Forbid you, any member of your household, or your guests from engaging in illegal drug use, sale, manufacture, distribution, or other criminal activity on or near the property.
  - d. Limit your ability to allow guests to stay for long periods without the advance permission of the landlord.
  - e. Provide that serious or repeated violations of the lease requirements will result in termination of your rental agreement.

Please read the entire agreement carefully, as we take each part of the rental/lease agreement seriously. The agreement has been written to help us prevent illegal activity from disturbing the peace of our rental units and to help make sure that our tenants are given the best housing we can provide.

9. **PET POLICIES.** If pets are negotiable at the subject property, you will be asked to sign a separate "Pet Lease Addendum" that contains our restrictions relating to pets. A complete copy of our "Pet Lease Addendum" is available for review. If you are accepted, you may be required to pay an additional deposit that is refundable at the conclusion of the tenancy. A monthly pet premium may also be charged.
10. **MEGAN'S LAW DISCLOSURE.** Federal and State law requires that all persons who plead guilty or have been found guilty of sex crimes must register with the Chief of Police in the city in which that person resides, or the Sheriff of the county if no Chief of Police exists. To obtain further information regarding persons required by law to register as sexual offenders, contact the local Chief of Police or the County Sheriff. The Owner and/or Agent to this transaction do not have an affirmative duty to obtain information regarding crime statistics or offender registration. If that information is important, the applicable telephone numbers to call and obtain that information are: Ada County Sheriff Dispatch (208) 377-6708, Canyon County Sheriff (208) 454-7531, Boise Police Department (208) 377-6500; Meridian Police Department (208) 888-6678, Nampa Police Department (208) 465-2257. These numbers are provided as a service and maybe subject to change without notice.

**\*CREDIT SCORE POLICY:** In order to determine credit-worthiness, the applicant's credit score will be obtained as reported by the XPN New National Risk Model, a scoring model by which the consumer is rated from 0-1000. The best possible score is 0 and the worst possible score is 1000. Approval or denial of credit history will be based on the following criteria\*\*:

<b>Acceptable Credit :</b>	<b>0 - 150</b>	<b>Approval at advertised deposit amount</b>
<b>Marginal Credit :</b>	<b>151 - 300</b>	<b>Approval at advertised deposit amount plus an additional deposit equal to ½ month rent, but not less than \$300</b>
<b>Negative Credit :</b>	<b>301 - 400</b>	<b>Approval at advertised deposit amount plus an additional deposit equal to 1 month rent</b>
<b>Unacceptable Credit :</b>	<b>401 - 1000</b>	<b>Application will be denied</b>

\*\*Realty Management Associates, Inc. reserves the right to consider exceptions to the credit score policy in cases of medical bankruptcy and/or extraordinary circumstances.