

# Application for Rental



**Realty Management Associates, Inc., CRMC®**  
 4290 Chinden Blvd • Boise, ID 83714  
 (208) 377-8889 • Fax: (208) 377-2966  
 www.rentalsinboise.com

**\$40 Per Adult (18+)**  
**Application Fee**  
 NON REFUNDABLE

## Please Tell Us About Yourself

NAME OF APPLICANT		DATE OF BIRTH	SOCIAL SECURITY #		DRIVER'S LICENSE #
NAME OF SPOUSE		DATE OF BIRTH	SOCIAL SECURITY #		DRIVER'S LICENSE #
APPLICANT'S PRESENT ADDRESS		CITY	STATE	ZIP	TELEPHONE #
E-MAIL ADDRESS		CELL#			
PRESENT ADDRESS IS: <input type="checkbox"/> OWN HOME <input type="checkbox"/> PARENT'S HOME <input type="checkbox"/> RENTED HOME		CITY	STATE	ZIP CODE	OWNER OR MANAGER
PRESENT LANDLORD					PHONE
REASON FOR MOVING		NAME AND NUMBER OF REAL ESTATE AGENT			
PREVIOUS ADDRESS					
REASON FOR MOVING		NAME AND NUMBER OF REAL ESTATE AGENT			
HAVE YOU EVER BEEN EVICTED?		HAVE YOU EVER BROKEN A RENTAL CONTRACT?		HAVE YOU EVER BEEN CONVICTED OF A FELONY?	
MAKE OF CAR	YEAR	LICENSE #	STATE	OTHER VEHICLES (TRUCK, BOAT, MOTORCYCLE)	
				1.	
				2.	
DO YOU HAVE PETS?		BREED	WEIGHT	AGE	

## Please Tell Us About Your Job

NAME OF APPLICANT'S EMPLOYER		TYPE OF WORK		SUPERVISOR	SUPERVISOR'S TELEPHONE #	HOW LONG?
ADDRESS		CITY	STATE	ZIP	MONTHLY INCOME	WORK TELEPHONE #
FORMER EMPLOYER		TYPE OF WORK		SUPERVISOR	HOW LONG?	
ADDRESS		CITY	STATE	ZIP	MONTHLY INCOME	TELEPHONE #
NAME OF SPOUSE'S EMPLOYER		TYPE OF WORK		SUPERVISOR	HOW LONG?	
SPOUSE'S WORK ADDRESS		CITY	STATE	ZIP	MONTHLY INCOME	TELEPHONE #
OTHER SOURCES OF INCOME		AMOUNT		WHEN RECEIVED		

## Please Give Us Your Bank and Credit References

BANK NAME	ADDRESS	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOAN	ACCOUNT #
CREDIT REFERENCE NAME	ADDRESS	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> LOAN	ACCOUNT #

## Please Give Us The Following Information

PROPOSED OCCUPANTS	RELATIONSHIP / AGE	OCCUPATION
NAME OF NEAREST RELATIVE		
IN CASE OF EMERGENCY, NOTIFY NOT SAME AS ABOVE		
ADDRESS	CITY	STATE
		ZIP
	RELATIONSHIP	

Applicant represents that statements above made are true and correct and hereby authorizes verification of references to include but not limited to credit checks, criminal background checks, unlawful detainer checks and telecredit checks and agrees to furnish additional credit references on request, and waives any claim against any person(s) providing such verification. Applicant agrees to pay for said verification via check made payable to **REALTY MANAGEMENT ASSOCIATES**, which check shall accompany this applicant. Realty Management Associates, Inc., provides rental housing to qualified residents without regards to race, color, religion, sex, handicap, familiarity status or national origin. The undersigned makes application to rent housing accommodations designated as:

Property to rent: \_\_\_\_\_ Advertised Rent: \_\_\_\_\_ Requested move in date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_, 20\_\_\_\_

Revised 10/10

Where did you hear about us? \_\_\_\_\_

**REALTY MANAGEMENT ASSOCIATES, INC.  
STATEMENT OF RENTAL POLICY**

**1. RENTAL CRITERIA**

- a. **INCOME-** Your monthly income must be at least 2 ½ times the monthly rent. Your total monthly obligations must not exceed 80% of your income. If you are a full time student we will require you to have a co-signer. If you are unemployed or retired you must provide proof of a source of income.
- b. **RENTAL HISTORY-** You must have satisfactory, unbiased rental references from at least 2 years immediately preceding the date or your application. It is your responsibility to provide us with information necessary to contact your past landlord. Your application will be denied if you have ever been evicted, sued or are in collections with previous landlords. Your application will also be denied for any reports showing significant complaints of noncompliance. Homeowners must show mortgage payment history, verification of proper maintenance and proof of ownership.
- c. **CREDIT HISTORY-** Your credit record must currently be satisfactory or in compliance with the credit score policy outlined below. Bankruptcy and foreclosure does not automatically reject your application. If your credit history shows nonpayment of any rents or leasehold obligations, we will reject your application.

**CREDIT SCORE POLICY**

In order to determine credit worthiness, the applicant's FICO credit score will be obtained. Approval or denial of credit history will be based on the following criteria. Your credit report cannot be released to you.

<b>Acceptable Credit:</b>	<b>675+</b>	<b>Approval at advertised move-in funds amount</b>
<b>Marginal Credit:</b>	<b>620-674</b>	<b>Approval at advertised deposit amount plus additional move-in funds equal to ½ month rent</b>
<b>Negative Credit:</b>	<b>575-619</b>	<b>Approval at advertised deposit amount plus additional move-in funds equal to 1 month rent, other conditions may apply</b>
<b>Unacceptable Credit:</b>	<b>&lt; 575</b>	<b>Application will be denied</b>

- d. **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 application and screening process described above, except we will deduct the guarantor's own housing costs before applying his or her income to our income standard. Additional move-in funds equaling one month's rent will be required on all guaranteed leases. Out of State Guarantors will require additional move-in funds equal to 1 month's rent paid prior to approval.
- e. **ROOMMATES-** Roommates are considered for tenancy, however some restrictions apply. Each roommate individually must fully qualify based on the above criteria. At minimum, additional move-in funds equal to 1 month's rent will be required for all roommate leases.
- f. **CRIMINAL HISTORY-** Realty Management Associates, Inc. follows the rules and regulations relating to the Fair Housing Acts. Since each applicant has differing history, only after an application is completed can a determination be made. Generally, persons on any sex offender list will be denied. Persons with convictions related to distribution and/or manufacture of controlled substances will be denied. All others go through a process; we encourage all to come in and apply.
- g. **MOVE-IN FUNDS-** Advertised move-in funds are available if you have acceptable credit, meet the required income and have acceptable references. Realty Management Associates, Inc. reserves the right to require additional move-in funds if one or more of the criteria is not met.

**2. APPLICATION PROCESS**

We evaluate every application in the following manner. Each individual adult, 18 years or older, regardless of marital status must submit an application for Rental and answer all questions on the form, provide the supporting documents and each adult must pay the scheduled non-refundable 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 can take 1-5 business days depending on the availability of references. In the event of multiple and equally qualified applications, we have a "first-in first-approved" policy. Delay in processing because of unverifiable references will bump your application and we will consider the next application submitted. We will rent the available property to the first applicant that meets our criteria. A property is not considered rented until the Standard Residential Rental Agreement is fully executed and all required move-in funds are delivered.

**3. FALSE INFORMATION IS GROUNDS FOR DENIAL**

Your application will be denied if you misrepresented any information on your application. If misrepresentations are found after the rental/lease agreement is signed, your rental/lease agreement will be terminated.

**4. 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 nation origin. We also comply with all state and local fair housing laws.

**5. 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. Availability is subject to change at any time.

**6. OCCUPANCY GUIDELINES**

To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a property. We follow the Fair Housing Guidelines; 2 adults per bedroom plus one. Other factors may also be applied to acceptance criteria.

**7. HOUSING SUBSIDIES**

Realty Management Associates, Inc. will not consider Boise City/Ada County Housing Authority contracts.

**8. 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. If you are accepted, you will be required to pay additional move-in funds that are refundable at the conclusion of the tenancy. The move-in funds required for one animal is \$500.00 and \$800.00 for two animals. In addition, there is an additional "pet rent" due each month plus routine inspection requirements. We do not accept more than two pets and animals larger than 50 pounds and dogs that are deemed "dangerous breeds" by insurance industry standards. There is also a one-time administrative fee of \$200.00 to accommodate the pet tenancy, this amount is not refundable.

**9. IMPORTANT RENTAL AGREEMENT REQUIREMENTS**

If you are accepted, you 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. We take each part of the rental/lease agreement seriously. In addition to other important requirements, please note that your rental/lease agreement will:

- a. Require that rent is paid on the 1<sup>st</sup> day of each month, no grace period. Additional rent is due for payments made later than the 1<sup>st</sup> day of each month, regardless of weekends and holidays.
- b. Require payment of all move-in funds with "certified funds" (cashier's check, money order, official check). We do not accept cash. If occupancy begins after the 20<sup>th</sup> of the month, you will be required to pay the prorated current month rent plus the full rent due for the following month.
- c. Provide that serious and repeated violations of the lease requirements will result in termination of your rental agreement.
- d. Require you to provide Property Damage Liability Insurance naming Realty Management Associates, Inc. as loss payee.
- e. Require move-in funds to include non-refundable amounts deducted for carpet cleaning, re-key costs and administrative service fees.
- f. 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.
- g. Require that you properly maintain the property in good clean condition.
- h. Require you to change/clean furnace filter not less than every two months.
- i. Require you to be responsible for pest/insect control.
- j. Require you to prevent all household members, guests and visitors from engaging in any lease violation behavior.
- k. 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.
- l. Limit your guests to stay for long periods without the advance permission of the landlord.

# RENTAL APPLICATION GUIDELINES

Thank you for applying with Realty Management Associate, Inc., in order to apply each adult applying will need to complete several steps in the application process.

## 1. READ OUR STATEMENT OF RENTAL POLICIES

Each applicant will need to thoroughly read this statement which describes our criteria for applying and rental policies. Read this thoroughly, failure to meet the requirements described will result in rejection of the application. By signing the application you agree that you have read and understand these policies.

## 2. APPLICATION PROCESS

Each adult applying for the property will need to fill out an Application for Rental (married couple can use the same application). This application must be filled out completely then signed and dated. In addition we require the following supporting documents to support your application. Each adult will need to provide this information:

1. **PAY STUBS**- Attach copies of your 2 most recent pay stubs.
2. **BANK STATEMENTS**- Attach copies of your 2 most recent month's bank statements.
3. **W-2 or TAX RETURNS**- Attach a copy of the last year's W-2 statement of earnings. For self-employed or retired individuals, a copy of the last 2 years income tax return will be required.
4. **IDENTIFICATION**- 2 forms of identification are required; one of these must be photo identification.
5. **APPLICATION FEE**- Pay the \$40.00 per adult application fee (this fee is non-refundable, no exceptions). The application fee can be paid through our website at [www.rentalsinboise.com](http://www.rentalsinboise.com); a payment can be taken over the phone, or dropped off at our office.

Failure to provide any requested information would deem the application incomplete and therefore rejected. Please take the time to obtain all information and provided it to Realty Management Associates. The documents can be emailed to [rmainfo@rentalsinboise.com](mailto:rmainfo@rentalsinboise.com), faxed to 208-377-2966 or dropped by our office at 4290 Chinden Blvd Ste. A, Boise, Idaho 83714.

**PROPERTY DAMAGE LIABILITY INSURANCE (REQUIRED):**

Each resident is required to secure his/her own property damage liability insurance that would cover damages caused by you or your guests; the minimum required coverage is \$100,000.00 per occurrence. Having this coverage would provide you peace of mind should you cause a loss, with out risking your personal financial security and future. Proof of coverage is required at the time your lease/rental agreement is signed.

All residents have the option of securing his/her own coverage through a provider of his/her choice or participate in the coverage provider through Realty Management Associates, Inc., CRMC® by Renters Legal Liability (RLL).

Information regarding the RLL is attached for your review and consideration. Please indicate, here, if you will obtain your own coverage and provide proof of insurance or you will enroll in the RLL program.

- I will purchase my own insurance and provide a copy to Owner/Agent.
- I accept enrollment in RLL program offered by Owner/Agent.

**HOME BUYER ASSISTANCE PROGRAM (OPTIONAL):**

Realty Management Associates, Inc., CRMC® believes that home ownership is a positive and important goal and as such will assist those tenants wanting to attain that goal. Simply indicate, here, if you want to learn more.

- I am not interested in home ownership information.
- Yes, I am interested in more information, please contact me.
  - I have owned a home in the past three (3) years.
  - I intend to purchase a home within the next three (3) years.

Lease Appt: _____ (date/time) Move-In Date: _____ Lease Term: _____ Proration Due: _____ Rent: _____ Util: _____ Insur: _____ Other: _____ Total: _____	Total Move-In Funds Required: _____ Refundable Security Deposit: _____ Non-Refundable: _____ Carpet Cleaning: _____ Administrative Fee: _____ Reserve for Costs: _____
Adverse Action Sent: Yes, No	Application Approved: Yes, No Application Complete: Yes, No



Renters Legal Liability™

A division of Renters Legal Liability LLC

## RESIDENTS' FREQUENTLY ASKED QUESTIONS

### What is Renters Legal Liability™?

Renters Legal Liability™ is a community-based property damage liability program. The RLL program enables residents to acquire \$100,000\* of property damage liability protection. RLL is an innovative risk management tool designed to fulfill residents' contractual obligations specified in their lease agreement. The covered property liability is the resident's indemnification obligation under the lease between the resident and the community owner/manager. Residents agree to *indemnify* and *hold the owner harmless* for damages or losses originated through their actions.

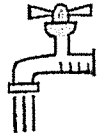


### What does it cover?

Renters Legal Liability™ is a unique program that provides protection for financial responsibility if a resident originates and causes damages/losses to the community/building.



The program covers five 'perils' for accidental resident-generated loss. They are: fire, smoke, explosion, water discharge, and resident induced sewer backup. These five perils account for over 95% of resident-generated losses. Coverage for a single occurrence is up to \$100,000\*. Under the program, damages are paid in priority – to the community owner/manager for damage to the building, to non-responsible, impacted residents up to \$10,000 for their damage/loss, if monies are available, and then to the resident responsible, up to \$10,000 if other damages do not exceed the per-occurrence limit.



### What does it mean to indemnify the community owner/manager?

*Indemnification* is a term that means if a loss occurs, a party who sustains the loss (the community owner/manager) should be restored to a financial position approximately the same as if the loss did not occur – no better or no worse – by the resident who originated and caused the loss/damage.

### Does Renters Legal Liability™ cover my personal property?

Renters Legal Liability™ covers your personal property if the following occur:

**First** – the claim submitted by the community was originated by a resident who is covered under the RLL program

**Second** – the individual claim is less than the \$100,000\* RLL program limit, and provided that the program limit has not been exhausted first by the community owner/manager, and then by the non-responsible, impacted residents. If the limit has not been exhausted, the personal property contents of the responsible resident may be covered up to a maximum of \$10,000.

For more information on obtaining personal property coverage, please call (800) 860-9699 or visit <http://www.rppinsure.com>.

Prepared for the exclusive use of our distributors/agents - confidential

### How is 'traditional renters insurance' different?

The insurance commonly referred to as an HO-4 policy, or renter's insurance, is coverage purchased by the resident, in his/her name. The policy typically covers the resident's personal belongings, and liability coverage. HO-4 policies can be customized to cover various perils, or 'risks', and broadened to include damages that were not caused by the resident. For each level of coverage needed, insurers set rates. Total premiums depend upon coverage selections and the loss history of the resident.



### Who is insured by the program?

The Renters Legal Liability™ program is issued with the community owner/manager as a plan administrator. Because this community-based program covers the indemnification obligation under the lease, any resident who enrolls onto the program is an insured.

### Is the Community Owner/Manager selling insurance?

No. The Community Owner/Manager and staff are not selling insurance to residents, but allow resident participation under the community-based program to comply with lease requirements.



### Why should a resident want to have Renters Legal Liability™?

Residents who enroll onto Renters Legal Liability™ have easily satisfied the lease requirement to *indemnify* the community owner/manager against property damage or loss that they are responsible for causing within the community/building, subject to a limit of \$100,000.\* There is no additional application form to complete, nor quotes to obtain. Ease of participation is the Renters Satisfaction<sup>SM</sup> Advantage. Once enrolled, the resident can pay the small monthly cost with rent. No further notices are sent.



There is no need to worry about keeping the program coverage in place. The community owner/manager requires residents to *indemnify* the community owner/manager against loss. One of the easiest and most economical ways of indemnifying the community owner/manager against loss is by having insurance. Residents have choices. A resident can choose not to participate in the Renters Legal Liability™ program. For a resident to *indemnify* the owner for any losses, he or she must then provide *Proof of Insurance*. Proof of Insurance is a certificate provided by any insurance company the resident chooses. The

requirements are contained in an addendum to the lease agreements. A certificate from an insurance carrier must cover those requirements. A certificate must also show effective and expiration dates. Costs will be based upon the insurer's rates. If a resident's own insurance policy is not kept active (is unpaid or is not renewed), the community owner/manager may reserve the right to enroll the resident in the community's Renters Legal Liability™ program.

\* All claims are subject to \$1,000 deductible

For further questions or information, please contact:

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