

RENTAL APPLICATION CRITERIA
BMC Property Management LLC

NOTICE: All applicants for residency are processed in accordance with specific criteria. In reviewing your application, the following items will be taken into account:

APPLICANTS (to process an application we will need the following):

1. Completely filled out and signed application.
2. Copy of a valid Government issued photo ID (i.e. Driver's license, State ID card, Passport).
3. If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial. A co-signer must be in state and have good credit and income verification.
4. To be processed and considered a \$30 non-refundable processing fee must accompany all applications for each adult 18 years of age and older.
5. An application with missing, false, inaccurate or misleading information is grounds for denial.

CREDIT

1. Each individual 18 years of age and older must completely fill out and sign an application. It must include your full name, date of birth and social security number. Credit reports will be obtained for each applicant through TransUnion.
2. We look for good credit. We understand that credit problems sometimes are explainable and we will look at the whole picture the applicant presents.
3. If a credit report contains a bankruptcy, negative credit, judgments, charge offs, collections or liens, acceptance is at the discretion of the property manager.
4. An application will not be considered if an applicant has any bankruptcy proceedings not yet discharged. Proof of discharge will be required.
5. Credit reports provided by an applicant will not be accepted.
6. Any judgments or collections for a property management company or landlord in the past 5 years may be grounds for denial.

RESIDENT/RENTAL HISTORY

1. Applicants must provide positive landlord references from a non-family source for your current and previous landlords. If you are unable to fulfill this requirement your application may be denied or you may be required to pay additional security deposit and/or provide an in state co-signer. Exceptions to this are if you are a homeowner or currently sold a home.
2. Applicants with an unlawful detainer/eviction on record within the past 3 years will be grounds for automatic denial.
3. Multiple late payments or returned checks may result in the application being denied.
4. Unpaid past due rent, property damage or disturbances reported by your current or previous landlord may result in the application being denied.

EMPLOYMENT/SOURCE OF INCOME

1. Each applicant's income must be at least 2 times the rent amount. Married applicants must be 2 times combined.
2. Two current pay stubs with YTD will be required.
3. If self-employed applicants must provide their most recent tax return, schedule C and the last three months bank statements.
4. If you are relying on income from other sources, such as Social Security, Pension, Retirement, AFDC (aid to families with dependent children), spousal support or child support, etc., you will need documentation to verify this income.
5. Unemployment benefits will never be considered as regular income. If you are unable to verify your income your application will not be accepted or approved.

CRIMINAL RECORD CHECK

1. Your name and identity will be checked against records of law enforcement agencies and state/national criminal and court records search. Felony Convictions may be cause for denial, however we will consider all applicants on a case by case basis surrounding the circumstances of the conviction(s) and current and previous references, etc.. Per federal regulations drug and alcohol use felonies can be waived with proper documentation regardless of conviction date.

***All of our rental properties are "Smoke Free", this policy is strictly enforced.**

In addition; If your application is marginal in any of the above categories or if you have a high risk status such as; negative credit, marginal/insufficient employment, etc. your application may not be approved or may require a higher security deposit.

To maximize your chances of approval and to expedite the process please take the time to fill out your application as completely and as accurately as possible as an incomplete or unverifiable application may result in denial of the application. **A copy of your Driver's License or other appropriate photo ID is required before the application will be accepted.**

We will not discriminate based on race, color, religion, sex, national origin, handicap or familial status and will comply with all federal, state and local fair housing and civil rights laws and with all equal opportunity requirements.



RENTAL APPLICATION
BMC Property Management LLC

*** Office use Only ***

Rental Address _____ City / State _____ Zip _____

Move-In Date _____ Rent _____ Lease Term _____

Deposit _____ Pet Deposit _____

_____ Approved _____ Denied / Reason: _____

Requested Move-in Date: _____

Applicant: _____ Soc. Sec # _____ DOB: _____

Spouse: _____ Soc. Sec # _____ DOB: _____

Drivers Lic # _____ St. _____ Vehicle Make & Color _____

Drivers Lic # _____ St. _____ Vehicle Make & Color _____

Number of people to occupy unit:

Full name: _____ Relationship: _____ Age: _____

Full name: _____ Relationship: _____ Age: _____

Full name: _____ Relationship: _____ Age: _____

Residence History

Why are you moving? _____

Present address: _____ city, St. & zip _____

From _____ To _____ Applicant Phone _____

Own/Rent _____ Mo. Payment _____ Other (family, etc.) _____

Present Landlord or Mortgage Co. _____ Phone _____

Previous address: _____ city, St. & zip _____

From _____ To _____ Mo. Payment _____ Own/Rent _____

Previous Landlord or Mortgage Co. _____ Phone _____

Employment History (PLEASE INCLUDE TWO CURRENT PAY STUBS)

Employer _____ Mo. or Hourly Salary _____

Address _____ Phone _____

Supervisor Name _____ Date of Hire _____ Full/Part time _____

Spouse Employer _____ Mo./Hourly Salary _____

Address _____ Phone _____

Supervisor Name _____ Date of Hire _____ Full/Part time _____

Personal Information

Nearest Relative _____ Phone _____

Emergency contact _____ Phone _____

Any Pets? (describe: breed, weight, color) _____

Do you have any special needs/accommodations requests? _____

Does anyone in your household smoke? _____

Have you ever filed Bankruptcy? Yes _____ No _____ If so date _____

Have you ever been convicted of a Felony? Yes _____ No _____ Date/State _____

Have you ever been convicted of any crime involving the possession, use, sale or manufacture of illegal drugs ? _____

If yes, list date and state _____

Have you ever been evicted? Yes _____ No _____ If yes, reason / date _____

E-mail: _____

*Site Unseen: Parties agree that Tenants were given the opportunity to inspect the property prior to signing the rental agreement. If tenant's declined to do so & chose to sign the rental agreement on subject property sight unseen for their convenience, parties acknowledge that tenant's will be fully obligated to the signed rental agreement should they not take occupancy of the premises. Tenant does agree that any maintenance shall be done as required by the rental agreement & not the preference of the tenant since tenants agreed to take the property sight unseen.

***Non-Refundable Process Fee: \$30 per applicant age 18 and over**

Applicant understands that he/she acquire no rights to the rental unit until a Holding/Security Deposit Is paid.

Correct Information: Applicant represents that all of the above statements are true and complete. Applicant acknowledges that giving false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposits and may constitute a criminal offense under the laws of this state.

By signing this application, you authorize BMC Property Management LLC whose address is PO Box 6069, Boise, ID 83707 to obtain credit reports, criminal background checks, rental and employment verification, bank information, checking public records and verifying information on this application. Applicant has the right to dispute the accuracy of information obtained from a credit report during the screening process.

Applicant Signature

Date

Applicant Signature

Date

Landlord/Agent Signature

Date

* DRIVERS LICENSE VERIFIED OR OTHER PICTURE I.D. ? Yes _____ No _____ State _____
* (PLEASE ATTACH A PHOTO COPY)*

BMC Property Management LLC
PO Box 6069
Boise, Idaho 83707
Phone: 830-0887
bmcdonald@bmcidaho.com
www.bmcidaho.com



BMC Property Management LLC
PO Box 6069
Boise, ID 83707
(208) 830-0887
bmcdonald@bmcidaho.com



Consent to Background and Reference Check

I authorize; BMC Property Management LLC to obtain information about me from my credit sources, criminal background checks, current & previous landlords & employers & personal references. I authorize my credit sources, credit bureaus, current & previous landlords & employers & personal references to disclose such information about me as may be requested.

*Date: _____, Applicant Signature: _____

*Date: _____, Applicant Signature: _____

APPLICANT; PLEASE SIGN & DATE ONLY. DO NOT WRITE BELOW LINE

The following information is requested for:

Name:
Address:

1. Move-in date: _____ Move-out date: _____

2. Was lease term fulfilled? _____ Proper notice given? _____

3. Unit left in good condition? _____ Damages? _____

4. Was landscape cared for appropriately if required by tenant? _____

5. Amount of rent \$ _____ Late payments? _____ How many _____ NSF # _____

6. Is rent in default? _____ Amount \$ _____ Unpaid balances \$ _____

7. Any complaints on record, noise, disturbing conduct/criminal activity including drug related criminal activity? _____

8. Any violations of the lease which did or could have led to eviction? _____

9. Any pets? (Describe), any damage? _____

10. Are you aware of any tenant(s) smoking on the property _____

11. Would you rent to them again? _____

Name of person completing this information

Title

Thank you for your time. Please email to; bmcdonald@bmcidaho.com

We ♥ Pets!



ABOUT

We are pet friendly and strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with not only their Housing Provider, but also with pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

Pricing: \$20 for an individual Pet Profile and \$15 for each additional Pet Profile. There is no charge (\$0) for an Assistance Animal Accommodation Request. Pet Profiles are active for one year upon completion.

HOW TO MAKE A PET PROFILE

Before you start, gather the following:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. Visit

<https://app.petscreening.com/referral/gTOSpC31jsEC>

2. Click 'Create an Account'.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Pet Profile'.
4. Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal then check the box and you will be taken to the next screen.
5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
6. Click the green Proceed to Payment button at the top right of the profile, enter payment details and submit.
7. Your Pet Profile will be shared automatically with your housing provider

TIP: SHARE YOUR PET PROFILE

1. Log into your PetScreening account.
2. Open your Pet Profile.
3. Click 'Share Profile'.
4. Choose to share the Pet Profile by copying the URL or sending an email.