

**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 1111 S. Orchard St., Ste. 158, Boise, ID 83705 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 VISUALLY VERIFIED OR OTHER PICTURE I.D. ? Yes \_\_\_\_\_ No \_\_\_\_\_ State \_\_\_\_\_**  
**\* (PLEASE ATTACH A PHOTO COPY)\***

BMC Property Management LLC  
1111 S. Orchard St. Suite 158  
Boise, Idaho 83705  
Phone: 830-0887  
www.bmcidaho.com



BMC Property Management LLC  
1111 S. Orchard St. Suite 158  
Boise, ID 83705  
(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**

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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](mailto: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/gTQSpC31jsEC>

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

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## 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.