

## **RENTAL APPLICATION – CHECKLIST & POLICIES- Applicants: KEEP THIS PAGE**

**Incomplete applications will not be considered. For your application to be considered, please complete all sections. Provide additional documentation and application fees as described below.**

[homemattersboise.com](http://homemattersboise.com). 208-860-8242

- View the Property**—Each applicant must view the inside of the property before their application will be considered for processing. If there are any special requests related to the property, please submit them in writing with the completed application(s) before processing begins.
- Complete an Application**—Each person age 18 years or older who will be residing in the property must complete a separate application. Married or unmarried persons and emancipated minors must complete their own application. The acceptance of a **Co-Signer** is subject to approval by the individual property owner. One Co-Signer per property, and are required to complete an application, submit the applicable fee, provide proof of verifiable income, and will be subject to the same policies as all other applicants.
- Include a Check for \$30.00 for Each Applicant**—Each applicant must submit a non-refundable processing fee of \$30.00 (via check or PayPal™). If more than one person is applying for the same property, the application fees may be combined into one payment. If your application is NOT processed, the application fee will be refunded. Once processing begins, the fee is non-refundable.
- Attach Employment Documentation**—Applicant(s) combined gross (pre-tax) monthly verifiable income must be 3 (three) times the amount of monthly rent. Unverifiable income will NOT be considered.
  - If employed, submit a copy of 2 (two) most recent pay stubs. 1 (one) pay stub may be acceptable if it shows year-to-date (YTD) income.
  - If self-employed, submit copy of most recent tax return and 3 (three) recent bank statements. Name and account number must be printed on these bank statements.
  - *All income must be verifiable in writing, and will be verbally verified during processing.*

### **Additional Significant Application & Move-In Policies:**

- **Credit Report:** HOME MATTERS PROPERTY MANAGEMENT, LLC will obtain a credit report for each applicant. Reports submitted by applicant(s) will not be accepted. In order to protect financial and credit information, HOME MATTERS PROPERTY MANAGEMENT does not release copies of applicant's credit report, even to the applicant. A copy of the credit report may be obtained by contacting the credit agency, Experian. Discharged bankruptcies, short sales and foreclosures are considered on a case-by-case basis, with approval of the individual property owner.
- **Lease Documents:** **Lease Documents MUST be signed within 48 hours of application approval.** The property will remain on the advertising market until all documents are signed. Documents may be signed via DocuSign, or may also be signed in person (by appointment only) during the hours of 9 a.m. until 4:30 p.m. Monday through Friday. 100% of the security deposit will be required to be paid at the time of the lease signing.
- **Identification:** **Government Issued Photo ID must be provided by the time the lease agreement is signed.**
- **All Move-In Funds must be paid in the form of a cashier's check or money order before keys are provided.**
- **Final Move-In/Key Pick-Up Appointment will be held in by HOME MATTERS PROPERTY MANAGEMENT and delivered at walk thru.**
- All rental properties are non-smoking. MOST properties do not allow pets—please refer to advertising.
- Please submit your application Online, or to our office after viewing the property. The first fully complete application received for a property will be considered "first in line" to be processed, whether submission was Online or in person.
- HOME MATTERS complies with Fair Housing; these policies are established to ensure all applicants are treated equally.

Please use a Separate Application for Each Person Over the Age of 18.  
All Sections Must Be Completed.

Designated Property Address: \_\_\_\_\_

Requested date for Lease/Rental: \_\_\_\_\_

How did you hear of this property?

Zillow Craigslist  Sign  Agent: \_\_\_\_\_  Other: \_\_\_\_\_

**PERSONAL INFORMATION**

Name:	Social Security / ITIN #:
Present Street Address:	Driver's License #:
City / State / Zip:	Phone # (Cell / Day / Night / Business): (    )
Email address:	Date of Birth: /       /

**GENERAL INFORMATION**

Other Occupants: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	Relationship / Name(s):	
Pets:	Number:	Type(s) & Breed: <i>**photo must be provided</i>	
Car Make:	Year :	Color / License Plate #:	Smoker?: <input type="checkbox"/> Yes <input type="checkbox"/> No

**EMPLOYMENT REFERENCES**

<b>Present Occupation:</b>	Supervisor or HR Dept. Contact Person:
Employer / Self Employed d.b.a.:	Supervisor or HR Dept. Phone #:
Business Address:	Employment Dates: From                      To
Type of Business:	Monthly Gross Income (Salary): \$

*\*If employed at present occupation for less than two years, please provide information for prior occupation:*

<b>Prior Occupation:</b>	Supervisor or HR Dept. Contact Person:
Employer / Self Employed d.b.a.:	Supervisor or HR Dept. Phone #:
Business Address:	Employment Dates: From                      To
Type of Business:	Monthly Gross Income (Salary): \$

Do you plan to run a business in the residence? Yes  No  if yes, what type

## HOUSING REFERENCES

*\*If you own / owned your home, please also complete this section. Provide property address and length of ownership:*

<b>Current Address:</b>	City / State / Zip:	From	To
Landlord / Agent Name:	Phone:		
Reason For Moving:	Rent Amount: \$		

<b>Previous Address:</b>	City / State / Zip:	From	To
Landlord / Agent Name:	Phone:		
Reason For Moving:	Rent Amount: \$		

## CREDIT REFERENCES

Bank Name:	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Phone Number:	Account Number(s):
Credit Reference / Lender / Bank:	Auto Loan <input type="checkbox"/> Line of Credit <input type="checkbox"/> Mortgage <input type="checkbox"/> Credit Card <input type="checkbox"/>

## PERSONAL REFERENCES

Name:	Address:	Phone:	Length of Acquaintance:

Emergency Contact Name:	Address:	Relationship:	
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- |                              |                             |  |
|------------------------------|-----------------------------|--|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Have you ever filed a petition of bankruptcy?  |
| <input type="checkbox"/>     | <input type="checkbox"/>    | Have you ever been evicted from any tenancy or had an eviction notice served on you?               |
| <input type="checkbox"/>     | <input type="checkbox"/>    | Have you ever willfully and intentionally refused to pay any rent when due?                        |
| <input type="checkbox"/>     | <input type="checkbox"/>    | Have you ever been convicted of a misdemeanor or felony other than traffic or parking violations?  |
| <input type="checkbox"/>     | <input type="checkbox"/>    | Are you a current illegal abuser or addict of a controlled substance?                              |
| <input type="checkbox"/>     | <input type="checkbox"/>    | Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? |

If yes to any of the above, please indicate the date of occurrence & briefly explain: \_\_\_\_\_

Applicant represents that all the statements are true and correct and hereby authorizes verification of the following items including, but not limited to, obtaining a credit report and further agrees to furnish additional credit references upon request. By signing this document I give permission for HOME MATTERS Property Management, LLC, to contact my previous landlord(s), and for those references to release my rental history information as well as my employer to release my employment information upon request.

This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Processing fees are non-refundable. Applicant understands that HOME MATTERS Property Management, LLC., can and will accept more than one application on this rental property and in its sole discretion will select the best-qualified tenant. Any application with missing information will be returned. HOME MATTERS Property Management, LLC, may exercise the right to share any and all pertinent application records and documents with the owner of the rental property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fax to: 866-304-9876 or Scan/Email to: [rent@homemattersboise.com](mailto:rent@homemattersboise.com)



