

## APPLICATION REQUIREMENTS **READ ALL OF THE FOLLOWING BEFORE YOU BEGIN YOUR APPLICATION**

It is the policy of Smart Move Property Management that all applications must be complete, and all fees paid prior to submission for consideration. Failure to provide any requested information or documentation will deem the application incomplete and therefore will not be considered.

### **A COMPLETE APPLICATION PACKET INCLUDES THESE 4 ITEMS**

1. **ONLINE APPLICATION:** [www.smartmovepm.com](http://www.smartmovepm.com) Completed, signed, and dated application for EACH ADULT (18 years and older, married couples too) who will reside in the home.
2. **FEE:** \$27.95 NON-REFUNDABLE for each applicant and co-signer, regardless of family/marital status.
3. **IDENTIFICATION:** Copy of each applicant's valid photo ID (driver's license, military ID, state ID, passport).
4. **PET AND ANIMAL PROFILE:** <https://smartmovepm.petscreening.com> All applicants must complete an Animal Profile confirming the presence or non-presence of animals in the home . If NO PET or animal is being considered, you will follow the same link and sign a NO PET Agreement. There is a \$20 fee for pet the first pet, \$15 for each additional pet, no charge for submitting a reasonable accommodation request for an assistance animal or ESA.

### **PHASE ONE OF APPROVAL**

- **REVIEW CREDIT, RENTAL HISTORY, CRIMINAL BACKGROUND & ANIMALS:** Applicant's credit history, rental history, criminal background, and pets/animals will be scored per the criteria listed herein to move into Phase 2.

### **PHASE TWO OF APPROVAL**

- **VERIFIABLE INCOME:** The net income will be verified by our 3<sup>rd</sup> Party verifier, TheClosingDocs.com per the criteria listed here into move to Phase 3. There is a \$10 fee for this service.

### **PHASE THREE OF APPROVAL**

- **PAY SECURITY DEPOSIT & SIGN LEASE:** If your application is approved, you will have 24 hours to secure the home by putting down the security deposit before we begin accepting applications again. These funds may be paid online or in person in the form of a cashier's check or money order. The lease will be sent to you for signature and must be signed within 48 hrs.

### **HOW WE SCORE AN APPLICATION**

- **CREDIT:**
  - All applicants credit scores must be 650 or higher.
  - Scores of 600-649 can sometimes be approved conditionally, but applicants must: 1) have an average of less than 3 or more unpaid collections per person, 2) AND will require a cosigner or a double deposit, 3) AND you must have excellent income and rental history.
  - **If one or more of the applicant's score is below 600, we cannot rent to you, even with a co-signer or extra deposit.**
  - Any applicant showing no credit score will require a double deposit.
  - All information showing on the credit report is subject to verification, including previous address and place of employment.
  - Negative, past due or adverse debt, collections, judgments, and or liens exceeding \$10,000 will result in denial of the application, regardless of overall score.
  - Applicants with an open bankruptcy will automatically be denied.
  - Credit reports supplied by applicants are not accepted.
- **RENTAL HISTORY:**
  - One year of good, verifiable (non-family) rental history or homeownership is required immediately preceding the date of your application.
  - Co-signers and/or a double deposit may be considered for lack of rental history (without homeownership).
  - Evictions, small claims suits and/or collections by any previous or current landlord will be cause for rejection.
  - Applications may also be denied for damages beyond normal wear and tear, illegal activity on premises, and/or reports of non-compliance.
  - Any landlord reference that includes two or more late payments and or return checks may result in denial or in a double security deposit, at Management's discretion.
  - Any instance of a security deposit which was not returned due to damage of the rental unit beyond normal cleaning and/or any instance of proper Intent to Vacate Notice not being given to a landlord and/or a broken lease, may all be cause for denial.
  - If you cannot provide contact information for your former landlords, we cannot consider that history and your application score may be affected.
- **CRIMINAL HISTORY:**
  - Applicants may not be accepted if they have been convicted for a violent crime and less than seven (7) years have convicted date. Regardless of date, no applicant will be accepted with a conviction for: an act of violence (against a person or property), sex crime, burglary, criminal trespass, stalking, vandalism, arson, gang involvement or illegal manufacturing or distribution of drugs. However, per Federal regulations, special accommodations may be requested for certain drug and/or alcohol related convictions.
- **NET INCOME:**
  - Income will be verified by a trusted 3<sup>rd</sup> party, encrypted verification company, The Closing Docs.

- Applicants must be able to prove a combined monthly net income of at least THREE times the monthly rent.
- Additional sources of income (example SSI, liquid assets, retirement income, etc.) can be counted if it is verifiable.
- Unemployment, child support and or spousal support is never considered income.
- Income guidelines may be waived at the discretion of SMPM if applicant pre-pays rent for the full term of the lease.
- If you are relocating from out of the area, we will need verifiable documentation to show you have verifiable income once you relocate.
- **ROOMMATES:**
  - We do not allow more than 3 unrelated adults in a rental home.
- **CO-SIGNERS:**
  - Only one co-signer for the household may be used.
  - Co-signer must have a credit score no less than 700, must make 4x the monthly rent and be a resident of Idaho, Washington or Oregon.
  - Co-signers are only accepted to cure a lack of rental history or scores above 600 only, never to overcome bad credit or lack of income.
  - Co-signers must apply along with the applicant for the application to be considered complete.
- **HOUSING SUBSIDIES/SECTION 8:**
  - We do not currently have any properties that accept Boise City/Ada County Housing Authority contracts.

#### **ANIMALS: PETS, SERVICE ANIMALS**

Every applicant is required to submit a pet profile through a third-party pet screening vendor as a part of our rental application process. This applies across the board for any non-human animals that will occupy the home. If NO PET or animal will be living at the property, you will need to complete a No Pet profile, as well. Please visit [www.petscreening.com](http://www.petscreening.com) and complete and share your profile. There is a charge for this service for Pets, however service/companion/assistance animals and “no pet” profiles are exempt. Pets may only be dogs or cats (no hamsters, turtles, rabbits, ferrets, snakes, exotic animals, etc.). Pets may not be puppies or kittens under one year old.

PetScreening.com will assign a “Paw Score” that will determine your monthly pet rent and a one-time non-refundable pet fee. This score is determined using a proprietary formula that considers things like pet age, weight, breed, vaccination records, etc. Guard dog breeds are not permitted. Not all properties allow pets. The pet fee and pet rent are as follows:

**5 Paws** - \$250 pet fee, \$25/mo.      **4 Paws** - \$300 pet fee, \$30/mo.  
**3 Paws** - \$350 pet fee, \$35/mo.      **2 Paws** - \$400 pet fee, \$40/mo.      **1 Paw** - \$500 pet fee, \$50/mo.

Due to insurance costs and limitations, SMPM does not allow aggressive dogs which are not limited to: Pit Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chows, Doberman Pinschers, Akitas, Wolf-hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Husky and any hybrid or mixed breed of one of the aforementioned breeds.

#### **MONTHLY ADMINISTRATIVE FEE**

A monthly administrative fee of \$35 covers several beneficial items, including rent credit reporting, quarterly home delivery of furnace filters, as-needed pest control\* (some restrictions apply), a 24/7 maintenance hotline and online resident portal is charged on each lease. This is on top of the monthly rent, pet rent and any other amounts owed.

#### **PROCESSING TIME**

Applications are usually processed within 2 business day, depending on how quickly your references respond and are processed on weekdays only. Applications are processed in the order received and must be completed for all occupants to be considered.

#### **ACCEPTANCE**

Once the deposit is paid, you must sign the lease within 48 hours and begin paying rent and utilities for the property no later than **10 calendar days from the day the of approval or when the property becomes available, whichever comes first or we will move on to the next application in line.** Should you choose not to occupy the property, any and all funds paid become non-refundable as liquid damages in exchange for SMPM taking it off the rental market.

#### **KEY PICK UP**

To receive your keys, all utilities must be transferred in to your name, no later than your Lease start date. The first month's rent will be prorated and must be paid online or in person in the form of **cashier's check or money order.** Key pick up is Monday through Friday, during regular business hours only.

#### **OTHER INFO**

Occupancy Guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in the home to two people per bedroom. In determining these restrictions, we adhere to all applicable fair housing laws. All properties are non-smoking. Some properties may not allow pets. No more than 3 roommates will be accepted. Please note some properties may not allow roommates or restrict them at 2 adults. Your application will be denied if you misrepresented any information on your application.

#### **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. It is the duty of the applicant to verify school boundaries and other neighborhood information.