

## **COEUR D'ALENE PROPERTY**

### **RENTAL SCREENING CRITERIA**

Coeur d'Alene Property Management does not discriminate based on: race, color, religion, marital status, national origin, sex, sexual orientation, familial status, disability or source of income. We comply with all federal, state and local laws concerning Fair Housing.

Thank you for your interest in a Coeur d'Alene managed home. An important component of the management process is to maintain a thorough screening process. Applications must be completed in full by all residents 18 years of age or over. An application for a specific property or unit will be processed on a date and time basis. The first complete application received will be processed and if approved, all potential applicants will be notified.

#### **GENERAL REQUIREMENTS**

1. Valid photo identification required
2. A complete and accurate application with phone numbers. Incomplete applications will be returned.
3. Each applicant will be required to qualify individually.
4. Applicant must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance will be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.
8. An application insufficient in Credit and Rental Requirements shall require an additional security deposit equal to 50% of stated rental amount, over and above any other security deposit or additional security deposit required.
9. The denial of one applicant will result in the denial of the entire application.
10. In order to qualify as a co-signer, you must fully meet all areas of the criteria and must have outstanding credit.

#### **INCOME REQUIREMENTS**

1. Gross monthly household income must equal two and one-half times the stated monthly rent. If monthly income does not equal 2 ½ times the stated monthly rent, a qualified co-signer will be required.
2. A current paycheck stub from your employer will be required. Verifiable income or liquid assets equal to two and one-half times the total annual rent will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, grants/loans) Self-employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet verification of employment.
3. Application will be denied if the legal source of income cannot be verified.

## **RENTAL REQUIREMENTS**

1. One year of verifiable rental or mortgage history from a current third party is required. Home ownership is verified through the county tax assessor. Mortgages currently reflecting a past due balance will require an additional security deposit equal to one month's rent.
2. Rental history demonstrating residency, but not current third party rental history, will require an additional security deposit equal to 25% of one month's rent or qualified co-signor. (Rental references ending 12 months prior to the date of application will not be considered current.)
3. Eviction-free rental history is required.
4. Rental history reflecting past due rent or an outstanding balance will be denied.
5. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
6. Three (3) or more 72-hour notices within a period of one year will result in a denial.
7. Three (3) or more NSF checks within a period of one year will result in a denial.
8. Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent.

## **CREDIT REQUIREMENTS**

A credit history showing no negative reports is required. A negative report is considered any non-medial item 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. Negative credit will result in additional requirements with the following guidelines:

1. A credit file report containing a discharged bankruptcy will require an additional security deposit equal to 25% of one month's rent or qualified co-signor.
2. 1-2 items of 60 days past due or greater, collections, repossessions, liens, judgments or garnishments will require an additional security deposit equal to 25% of one month's rent or qualified co-signor.
3. 3-5 items as above will require an additional security equal to 50% of one month's rent of qualified co-signor.
4. 6-8 items as above will require an additional security deposit equal to 100% of one month's rent or qualified co-signor.
5. 9 or more items will result in the denial of the application.
6. Any open bankruptcy that has not been discharged will result in the denial of the application.

## **CRIMINAL**

Upon receipt of the rental application and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

1. A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession) A/Felony burglary or class A/Felony robbery: or
2. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges: or
3. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges: or
4. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors shall be grounds for denial or the rental application. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the application process will be completed. Units will not be held awaiting resolution of pending charges.