



Rental Application Processing Policy

Dear Prospective Tenant:

Thank you for submitting an application to rent from us and to make one of our properties your next home. Please take a minute to read over the following information so you know how the application & screening process works.

Viewing a Property

Prior to submitting an *Application To Rent*, applicants and/or their representatives are required to physically view both the interior and exterior of the home to determine if the dwelling will meet their personal needs. Properties are rented "as is", unless otherwise mutually agreed in writing prior to submission of the application. Exceptions can be made if you are an out of town applicant and cannot view the property in person.

Applying To Rent

1. Each individual eighteen (18) years of age or older and emancipated minors are required to complete an *Application To Rent*, both online submission and printable PDF's are available at www.myezrent.com
2. The Cover page to be completed and submitted with your *Application To Rent*. Either submit online, email to dan@myezrent.com, fax to 509-468-0143 or deliver to 111 East Lincoln Rd, Suite 104, Spokane, WA 99208
3. Copies of ID's are to be submitted with the application
4. Application Fees must be paid before applications will be processed. The Application Fee schedule is as follows:
 - \$33 for each single individual and married couples with different last names.
 - \$38 for married couples with the same last name and copies of ID's
 - \$20 for a co-signer
5. Proof of employment and income are required if you: Are moving from out of town; own your own business; receive government assistance.

Application Screening

- We use an outside screening company called **Acrant** to screen all applicants. The process usually takes about 2-4 business days. This includes final review and obtaining owner approval. The screening process may include but not be limited to the criteria list on page 2

What happens if you are approved?

Once approved:

- You will be contacted by MyEzRent either by phone or email regarding your acceptance. A Holding Deposit are due within 3 business days of notification of acceptance
- Your lease signing and move-in inspection will be scheduled for the day that you want to begin moving in. If you are moving in more than 1 week from acceptance a Holding Deposit (equal to the security deposit) and Holding Agreement are due to MyEzRent within 3 business days.
- At the lease signing and move in you will be responsible for paying any remaining deposit due and full or prorated rent, depending on your move-in date.

RENTAL CRITERIA

GENERAL REQUIREMENTS

1. Applicant(s) must be a minimum of 18 years of age.
2. Positive identification with a picture will be required at the time application is submitted.
3. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required.
4. Each applicant will be required to qualify individually unless applicants are married.
5. Members of households that are 18 years of age or older and will be living with applicant(s) shall pass a public records screening. A public records screening will be conducted for any minor who, during residency, turns 18 years of age (see Public Records below).

INCOME/EMPLOYMENT REQUIREMENTS

1. Gross monthly household income must equal three (3) times the stated monthly rent.
2. A current paycheck stub may be required.
3. Some form of verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: Bank accounts. Alimony/child support, trust accounts, social security, unemployment benefits, welfare, grants/loans.)
4. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
5. Students with no verifiable means of income may be accepted with a qualified co-signor.

RENTAL REQUIREMENTS

1. Six months of positive verifiable housing history from a third party landlord is required. In the event applicant does not have six months verifiable housing history, a qualified co-signor may be required.
2. Home ownership will be verified. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years. Any additional late payments will result in a denial.
3. Seven years of eviction-free rental history will be required.
4. Rental history demonstrating residency, but not third-party rental history, will require an additional amount equal to one month's rent or a qualified co-signor will be required.
5. The application will be denied if rental history demonstrates noise or other complaints when the previous manager will not re-rent.
6. The application will be denied if rental history demonstrates three or more three-day notices or two or more NSF checks within a period of one year.

CREDIT REQUIREMENTS

1. Outstanding collections (three or more) in the past two years being reported on the credit report (exclusive of medical collections) will result in denial of the application.
2. Identifiable outstanding landlord debt will result in the denial of the application. Reconsideration will be made upon proof of payment of outstanding landlord debt.
3. Credit reports reflecting slow pay on three accounts will require an additional deposit amount equal to one month's rent.

PUBLIC RECORDS

1. Upon receipt of the rental application deposit and screening fee, landlord shall conduct a search of public records to determine whether the applicant has been convicted of, or pled guilty or no-contest to, any crime within the previous seven years.
2. A conviction, guilty plea or no-contest plea for any felony, or any misdemeanor involving theft, assault, prostitution, drug-related or weapons charges, obscenity and related violations, sex crimes and/or child sex crimes shall be grounds for denial of the rental application.

CO-SIGNER QUALIFICATIONS

1. Verifiable monthly income must equal a minimum of four (4) times the applicant's rent. (Verifiable income may mean Bank Accounts and Trust Accounts.)
2. Outstanding bad debt, i.e., slow pay, collections, repossessions, liens, judgments, and wage garnishment programs, will result in denial of a co-signor.

DENIAL PROCESS

If your application has been denied and you feel that you qualify as a resident under the criteria described above, you may choose to do the following:

1. Contact the company that supplied the information to discuss your application.
2. Correct any incorrect information through the credit-reporting agency as per their policy.
3. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
4. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available apartment home.

I have read and understand the Rental Criteria:

_____ Date: _____
Applicant

_____ Date: _____
Applicant



THE INFORMATION NETWORK
www.ACRAnet.com

521 W. Maxwell Ave. Spokane WA 99201-2417
Customer Service Direct: 509 324-1345 • 509 324-1249 • 1 800 304-1249
Fax 509 324-1240 • 1 800 845-7435 • customerservice@ACRAnet.com

THIS APPLICATION MUST BE COMPLETED IN FULL TO ASSURE PROMPT PROCESSING

Member Account # 85714

MyEzRent.com
Fax 509-468-0143

APPLICATION TO RENT

RENTAL UNIT INFORMATION

Date of Application: _____ Mgmt. Company Name: MyEzRent.com Apartment/House Address _____ Street _____ City _____ Zip _____
Unit # _____ Move In Date: _____ Rent Amount: _____ Deposit: _____ Pet Deposit: _____

APPLICANT INFORMATION

ALL NON-MARRIED ADULTS MUST FILL OUT A SEPARATE APPLICATION AND PAY A SEPARATE SCREENING FEE.

Applicant Name: _____ Spouse Name: _____
Cell Phone: _____ Home phone _____ email : _____
SSN: _____ Birth Date: _____ SSN: _____ Birth Date: _____
Other Names used: (List all) _____ Other Names used: (list all) _____
Drivers License Number: _____ State of Issue: _____ Drivers License Number: _____ State of Issue: _____
Total Occupants: _____ Names: (Please List) _____ Pet? Yes No Description: _____

Have You or any Residents Ever: Been Convicted Of A Criminal Offense? Yes No Been Evicted? Yes No Filed For Bankruptcy? Yes No Do You Have a Service Pet/Animal? Yes No Do you intent to run any business from home? Yes No If Yes To Any, Please Explain on separate sheet

RESIDENT HISTORY

Current Address _____ Street _____ Apt. # _____ City _____	Former Address _____ Street _____ Apt. # _____ City _____
State _____ Zip Code _____ Phone # _____	State _____ Zip Code _____ Phone # _____
Moved In _____ Monthly Payment _____	Moved in _____ Moved Out _____ Monthly Payment _____
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease
Landlord or Mortgage Co. _____	Landlord or Mortgage Co. _____
Address, City, State, Zip _____ Phone # _____	Address, City, State, Zip _____ Phone # _____

EMPLOYMENT HISTORY

Applicant Current Employer _____ Start Date _____	Spouse Current Employer _____ Start Date _____
Address, City, State, Zip _____ Phone # _____	Address, City, State, Zip _____ Phone # _____
Position _____ Monthly Salary _____	Position _____ Monthly Salary _____
\$ _____ All additional Income _____ Type of self employment or business income _____	\$ _____ All additional Income _____ Type of self employment or business income _____
Other Income Source(s) _____	Other Income Source(s) _____

SUPPLEMENTAL INFORMATION

Name of Nearest Relative/Contact _____ Relationship _____ Address, City, State, Zip _____ Phone _____

List the number of vehicles owned _____ List year, makes and models _____

Applicant/Co-Applicant certify that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant/Co-Applicant hereby authorize the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification through ACRAnet. Applicant/Co-Applicant understand that a NON-REFUNDABLE APPLICATION FEE of \$ _____ will be paid to the landlord/agent at the time of application is submitted.

Date: _____ Applicant Signature: _____ Co-Applicant Signature: _____