

# All Valley Property Management

613 Maple Street Clarkston, WA 99403  
Phone: (509) 758-9747 Fax: (509) 751-0649  
"We're On the Prowl...!"©

## APPLICATION ACCEPTANCE POLICY



**We are an Equal Housing Opportunity Provider.**



**PLEASE READ CAREFULLY!** The following minimum requirements must be met in order for an applicant to be placed in a rental property we manage. Some of the properties we manage may have additional requirements that must be met, such as "no smoking," no waterbeds," or "no pets," if any of these conditions applies to you, please inquire if the property you are interested in allows smoking, waterbeds, &/or pets **PRIOR** to making application.

**NORMALLY IT TAKES 2-3 BUSINESS DAYS TO PROCESS AN APPLICATION.**

### MINIMUM REQUIREMENTS:

1. Prior favorable rental history of **at least** 1 year for each applicant/married couple.
2. Positive reference(s) from previous landlord(s)-rent paid on time and no notices of **any kind** regarding violation of a previous rental/lease agreement.
3. **Each** individual applicant's total monthly income is **at least** 3 times the monthly rent amount. **Each** married couple's total monthly income is **at least** 3 times the monthly rent amount.
4. Individual applicant's or married couple applicant's total monthly income is **at least** 2 times their total monthly expenses (that is, 2x the amount of **all** bills plus rent).
5. Verifiable source of income or employment must be shown. Applicant has maintained the same verifiable source of income or employment for a **minimum** of 90 days. You may be asked to provide a copy of your most recent pay stub(s).
6. No prior evictions, judgments, collections or liens by prior landlords or utility companies.
7. Favorable credit history. An applicant's 'big picture' will be looked at—but applicants should know that their credit history **will** impact our decision making; obviously we prefer to see excellent credit. If a co-signer is requested, they **MUST** have **excellent** credit, there is a **\$10.00** non-refundable co-signer application fee required.
8. No more than 2 tenants (including children) to a one-bedroom unit or 4 tenants to a 2-bedroom unit. This is a general guideline. That is, the number of residents must be reasonable for the size of the unit...in most cases, this guideline applies.
9. No prior **charges** or **convictions** of felonies, especially (but not limited to) assault, drug related activities, sexual offenses. Some misdemeanors are also grounds for denial.
10. **All** prospective tenants age 18 & over must fill out & sign application truthfully and completely and pay the required non-refundable application processing fee of \$25.00 **per individual**. AVPM **does not** rent to minors, unless **formally** emancipated with verification of such; all applicants must meet the stated minimum requirements.
11. Applicant must provide official picture I.D. such as state issued driver's license or I.D. card. Proof of Social Security Number (SSN), "green card" or visa may also be required.
12. Applicant must pay rent amount and deposit required **prior** to occupancy, in full.
13. If pets are allowed at a property, a pet deposit is required **prior** to occupancy, paid in full.
14. **All** information on rental application and/or credit report must be **verifiable** (i.e., accurate phone numbers, account numbers, social security number, etc. **must** be provided by prospective tenants).

Failure to meet the above criteria will result in one or all of the following:

- A. Denial of the rental application.
- B. Requiring a qualified co-signer. **\*\*WE ARE NOT OBLIGATED TO OFFER THE OPTION OF A CO-SIGNER\*\***
- C. Requiring an additional security deposit. **\*\*WE ARE NOT OBLIGATED TO OFFER THE OPTION OF ADD'L DEPOSIT\*\***

**IMPORTANT: \*\*\*Once your application has been "APPROVED" you must make an appointment to sign paperwork and take possession of the property. A lot of work goes on behind the scenes in preparation for a lease signing (staff time, forms used, toner, etc.). If you make an appointment to sign lease paperwork and then 'back out' you will be billed a \$25 fee for paperwork processing. Failure to pay this promptly will result in the bill being turned over to a collection agency. You may be required upon approval to place a "deposit to hold" on the property. If you were required to put a "deposit to hold" down on the property this will also be forfeited if you fail to keep your lease signing appointment & take possession of the property. A lease signing usually takes approximately 1 hour. \*\*\***

**NOTE:** AVPM accepts applications on a "first come, first served" basis, however, in the event that there are multiple applications for the same property being reviewed at the same time, the **most qualified applicant meeting our requirements** will have first option to rent the unit applied for.

**\*\*You must be HONEST! An applicant will be denied residency or be subsequently evicted for incomplete or false information provided on his/her rental application! \*\***

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## RELEASE OF INFORMATION

To Whom It May Concern:

By my signature below, I hereby authorize any persons or agencies (e.g., banks, schools, landlords, rental agencies, credit bureaus, housing agencies, IRS, past/present employers, retirement systems/pension providers, insurance companies, utility companies, law enforcement agencies, social services & etc.) contacted to release the information that is requested by **ALL VALLEY PROPERTY MANAGEMENT** for the purpose of verifying eligibility/application acceptance to rent/lease a property from **ALL VALLEY PROPERTY MANAGEMENT**.

A copy or facsimile (FAX) transmission of this signed release is as valid as the original. This consent for release of information expires 6 months after the date signed.

Name(s): Applicant: \_\_\_\_\_  
(please print)

Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_  
(please print)

Present Address(es): \_\_\_\_\_  
\_\_\_\_\_

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

***NOTE: \*\*All prospective tenants/applicants and prospective co-signers age 18 years and older must sign the Release of Information Form in order that their application can be promptly and thoroughly processed. Information obtained will be used solely for the purpose of processing applicant's rental/lease application and will remain confidential\*\****

***Thank you for your cooperation!***

***All Valley Property Management***

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## Rental Application

**\*\*\$25 Application Processing Fee Per Adult Required\*\***

App Fees	_____
Paid?	_____
Approved	_____
Denied	_____
Avista	_____
PUD	_____

PROPERTY ADDRESS APPLIED FOR: \_\_\_\_\_ RENT: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

Applicant Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Drivers License#/State \_\_\_\_\_ Social Security # \_\_\_\_\_

Co-Applicant Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Drivers License# & State \_\_\_\_\_ Social Security # \_\_\_\_\_

LIST ALL OTHER NAMES YOU HAVE USED OR BEEN KNOWN BY: \_\_\_\_\_

List ALL other persons to occupy unit (including children): \_\_\_\_\_

DO YOU HAVE PETS?  Yes  No DO YOU HAVE A WATERBED?  Yes  No DOES ANYONE IN YOUR HOUSEHOLD SMOKE?  Yes  No  
If "yes" Pet Type/Breed: \_\_\_\_\_

### RESIDENCE HISTORY

Applicant's Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone #: \_\_\_\_\_

How Long @ This Address? \_\_\_\_\_ Own Or Rent? (circle one) \_\_\_\_\_ Monthly Payment? \_\_\_\_\_ Landlord's Name \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Related to Landlord? \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

Applicant's Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone #: \_\_\_\_\_

How Long @ This Address? \_\_\_\_\_ Own Or Rent? (circle one) \_\_\_\_\_ Monthly Payment? \_\_\_\_\_ Landlord's Name \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Related to Landlord? \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

Co-Applicant's Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone #: \_\_\_\_\_

How Long @ This Address? \_\_\_\_\_ Own Or Rent? (circle one) \_\_\_\_\_ Monthly Payment? \_\_\_\_\_ Landlord's Name \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Related to Landlord? \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

Co-Applicant's Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Phone #: \_\_\_\_\_

How Long @ This Address? \_\_\_\_\_ Own Or Rent? (circle one) \_\_\_\_\_ Monthly Payment? \_\_\_\_\_ Landlord's Name \_\_\_\_\_

Reason for Moving? \_\_\_\_\_ Related to Landlord? \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

### EMPLOYMENT HISTORY/INCOME INFORMATION

\*\*You may be asked to provide supporting documentation of income such as pay stubs, SSI or bank statements\*\*

Applicant Employed By: \_\_\_\_\_ Department: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Position? \_\_\_\_\_ Monthly Salary? \_\_\_\_\_ How Long In Employ? \_\_\_\_\_

Co-Applicant Employed By: \_\_\_\_\_ Department: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Position? \_\_\_\_\_ Monthly Salary? \_\_\_\_\_ How Long In Employ? \_\_\_\_\_

LIST ANY ADDITIONAL INCOME:

Additional income such as child support, alimony, separate maintenance etc. need not be disclosed unless such income is to be included for qualification hereunder.

ARE YOU A STATE OR FEDERAL TESTER?

Yes  No

### OTHER IMPORTANT INFORMATION

List all vehicles in the household (make, model, License plate # & State): \_\_\_\_\_

Name of Applicant's Nearest Relative: \_\_\_\_\_ Relationship? \_\_\_\_\_

Address/ Phone: \_\_\_\_\_

Name of Co-Applicant's Nearest Relative: \_\_\_\_\_ Relationship? \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Emergency Contact (name/ phone #): \_\_\_\_\_

Personal Reference (name/phone #): \_\_\_\_\_

### CREDIT & RENTAL HISTORY

- 1. Has Applicant or Co-Applicant ever been turned down for a rental based on credit or rental history? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. Has any member of your household ever been evicted from or asked to move from a rental property? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 3. Has any member of your household ever been convicted of any crime? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 4. Have you ever had bills or bad checks turned over for collection at any time? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 5. Has any member of the household declared bankruptcy of any type in the past 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have answered "Yes" to any of the above, please explain:

**NOTE: MISSING, INCOMPLETE OR FALSE INFORMATION MAY CAUSE DENIAL OF THIS RENTAL APPLICATION OR SUBSEQUENT EVICTION FROM A PROPERTY.** By signing below Applicant/Co-Applicant certify that the above information is accurate and complete. Applicant/Co-Applicant grant All Valley Property Management permission to obtain credit reports, criminal background & verify all information provided on this application.

**\*\*An approved application is good for 6 months from the date of approval; after 6 months the prospective tenant must re-apply, pay the application processing fee and have all information be re-verified.\*\***

### SCREENING DISCLOSURE NOTICE

In compliance with the Fair Credit Reporting Act and the Washington State and Idaho State Residential Landlord/Tenant Acts we are informing you that All Valley Property Management intends to investigate the information that you have set forth on this Rental Application. This may include obtaining a credit report or other report from a credit bureau or other tenant screening service in order to confirm information you have provided. AVPM may also contact prior landlords, employers, financial institutions and personal references. You have the right to dispute the accuracy of the information provided by the tenant screening service, credit bureau, or provided by the entities listed on your application who will be contacted for information about you. However, AVPM is forbidden by law from giving you certain information about your credit report; this information may only be obtained from the following credit bureau or tenant screening agency: **CLEARSTAR LOGISTICS 1-877-275-7099**. There are costs associated with processing your application. In order for AVPM to begin processing the application each adult applicant must pay a **\$25 Non-Refundable Application Processing Fee**. AVPM's processing fee costs may include obtaining a credit report, criminal background check, eviction history, long-distance telephone calls or faxes, time spent calling landlords, employers, financial and personal references, and postage.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_