

Commercial Northwest

512 W. Idaho Street
Boise, ID 83702
(208) 344-0288

Apartment Community Code _____

APPLICATION

Thank you for applying to rent with us. Please provide us with all the information requested below. Incomplete information will only delay the processing of your rental application. Please print clearly.

UNIT # _____	MOVE IN DATE _____	RENTAL RATE _____
OCCUPANTS (NEED INFORMATION ON ALL PEOPLE WHO WILL BE RESIDING IN APARTMENT). POSITIVE I.D. REQUIRED (D.L.#) _____		
Verified by Manager _____		
NAME _____	SS# _____	DOB _____
NAME _____	SS# _____	DOB _____
NAME _____	SS# _____	DOB _____
NAME _____	SS# _____	DOB _____
CURRENT PHONE NUMBER _____		WORK NUMBER _____

RENTAL HISTORY (NEED INFORMATION FOR AT LEAST 6 MONTHS)						
CURRENT ADDRESS _____						
HOW LONG? _____	Number _____	Street _____	City _____	State _____	Zip Code _____	OWNER/MGR _____
MONTHLY PAYMENT _____	REASON FOR LEAVING _____		PHONE _____			
COMMENTS _____						
PREVIOUS ADDRESS _____						
HOW LONG? _____	Number _____	Street _____	City _____	State _____	Zip Code _____	OWNER/MGR _____
MONTHLY PAYMENT _____	REASON FOR LEAVING _____		PHONE _____			
COMMENTS _____						

EMPLOYMENT HISTORY (NEED INFORMATION FOR AT LEAST 6 MONTHS)	
CURRENT EMPLOYER _____	HOW LONG? _____
ADDRESS _____	SALARY _____
PHONE _____	SUPERVISOR _____
SPOUSE EMPLOYER _____	HOW LONG? _____
ADDRESS _____	SALARY _____
PHONE _____	SUPERVISOR _____
PAST EMPLOYER _____	HOW LONG? _____
ADDRESS _____	SALARY _____
PHONE _____	SUPERVISOR _____
OTHER INCOME SOURCE _____	AMOUNT _____

BANKING INFORMATION	
NAME OF BANK _____	CHECKING ACCOUNT # _____
NAME OF BANK _____	SAVINGS ACCOUNT # _____

REFERENCES (PERSONAL AND PROFESSIONAL)			
FAMILY _____			
Name _____	Address _____	Phone # _____	
OTHER _____			
Name _____	Address _____	Phone # _____	

PETS (DESCRIBE) _____

AUTOMOBILES _____			
Make _____	Model _____	Year _____	License # _____
AUTOMOBILES _____			
Make _____	Model _____	Year _____	License # _____

Have you ever been convicted of a felony? _____ If so, please describe _____
Have you ever been delinquent in payment of rent or any other financial obligation? _____
Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? If yes, please explain _____

The information on this application is true to the best of my knowledge. I hereby authorize **Commercial Northwest Property Management** or its agents to verify the above information and obtain either a consumer or investigative credit report. I understand the \$_____ fee for verifying this rental application is not a deposit or rent, and will not be applied to future rent or refunded, even if this application to rent is declined.

ALL APPLICANTS MUST SIGN BELOW.

APPLICANT _____ **DATE** _____

APPLICANT _____ **DATE** _____



This project does not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, national origin, or marital status in the admission or access to, or treatment or employment.

COMMERCIAL
NORTHWEST



A FULL SERVICE COMMERCIAL
REAL ESTATE COMPANY

RESIDENT SELECTION CRITERIA

“In Order to Provide Equal Housing Opportunity”

Commercial Northwest Property Management will comply with all federal, state, and local fair housing and civil rights laws, and with HUD equal opportunity requirements. There will be No Discrimination because of Race, Color, National Origin, Sex, Familial Status or Disability.

The following procedures will be used to screen prospective residents for all properties managed by Commercial Northwest Property Management.

- A. Demonstration of ability to pay rent on time.
- B. History of being a good resident
- C. Housekeeping habits.
- D. Habits conducted to the safety and well being of the community and residents.
- E. Review of recent as well as current employment and income.
- F. Credit History
- G. Criminal History

- Monthly income shall be at least 2 ½ times the cost of rent.

Verification of income shall be made by:

- Employment verification
- Proof of self-employment shall be made by a tax statement.
- Non-employment income shall require verification (i.e., social security income, retirement income, etc.)

- Employment of less than six (6) months may result in denial of application.

All current and previous landlord references will be verified for at least two (2) years.

- Failure to provide correct, verifiable references may result in a denial of application.
- Failure to obtain verifiable references may result in denial of application.
- A minimum of two (2) past rental landlords are required; names and phone numbers must be provided
- *Any reported Eviction Action will result in denial of application.*

A credit/criminal check will be run through a major national credit-reporting firm.

- A debt-to-income ratio of more than 30% may result in denial of application.
- An outstanding recorded or unrecorded judgment or multiple derogatory comments (must not be discriminatory) or collection accounts may result in denial of application.
- Felony Convictions by any household member will result in a denial.

Occupancy Standards:

- Head of Household must be eighteen (18) years of age or older, unless they have a court issued “emancipation notice” if they are under eighteen (18).
- Maximum of two (2) persons per bedroom, regardless of age, gender marital status, or familial parental status.

Listed below are the eligibility requirements for qualifying for residency:

1. Must meet income guidelines.
2. Must conform to occupancy standards.

- Minimum income limits are those in effect at the time of application.

Each application will be processed according to the date and time received, with consideration to those with completed verifications. Applicants will be admitted, placed on a waiting list, or rejected.

- Any information that is incomplete, inaccurate, or falsified shall be grounds for denial of this application or subsequent termination of tenancy upon determination of such falsified information.

A bona-fide-co-signer may be required if any of the above qualifications are not met. Co-signers must make a credit application and, if approved, must be party to the rental agreement, as long as one of the original applicants resides in the unit.

- Check with Office Staff for co-signer criteria.

Signature of Applicant

Date

Signature of Applicant

Date