



APPLICATION REQUIREMENTS

What You Need to Apply

Please complete the application thoroughly. Failure to provide any requested information would deem the application incomplete and therefore will not be considered. To process your application we must receive the following:

- **APPLICATION:** Complete, signed and dated application for each adult (18 years and older) who will reside in the home.
- **FEE:** \$30 NON-REFUNDABLE for each applicant and co-signer, regardless of family/marital status. Make checks payable to Capital Property Management.
- **IDENTIFICATION:** Copy of each applicant's valid photo ID (drivers license, military ID, state ID, passport).
- **PROOF OF INCOME:** Four most recent paystubs or direct deposit receipts. For self employed or retired individuals, a copy of your last two years income tax returns are required and copies of your two most recent bank statements, business and personal.
- **PET OWNERS:** Email a photo of your pet(s). Please note, not all properties allow pets. (Not required for companion/support animals.)

What We Look At:

- **RENTAL HISTORY:**
 - ◆ One year of verifiable (non-family) rental history or home ownership is required.
 - ◆ Co-signers and/or increased deposits of 50% may be considered for lack of rental history, foreclosure or short sale.
 - ◆ 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 3 or more late payments per calendar year, will result in a 50% increase to the security deposit.
 - ◆ 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.
- **INCOME:**
 - ◆ You must be able to prove a combined monthly income of at least three times the monthly rent.
 - ◆ Food stamps, child support and SSI can be counted as income so as long as it is verifiable.
 - ◆ Unemployment is never considered income.
 - ◆ Income guidelines may be waived at the discretion of CPM if applicant pre-pays rent for the full term of the lease.
- **CREDIT:**
 - ◆ All information showing on the credit report is subject to verification, including previous address and place of employment.
 - ◆ Three or more *unpaid* collections (not related to medical expenses), will result in denial of the application.
 - ◆ Negative or adverse debt exceeding \$10,000 will result in denial of the application.
 - ◆ If any three single credit account that has more than five 30-day late payments in the last two years and/or any single credit account that has more than one 60-day late payment in the last two years (does not count against you if it is paid to a \$0 balance) will result in a 50% increase to the security deposit. If four or more of these appear on your credit, it result in a denial of the application.
 - ◆ Discharged bankruptcies, medical bills or paid collections/judgments are not counted against you. Applicants with an open bankruptcy, however, will automatically be denied.
 - ◆ Credit reports supplied by applicants will not be accepted.
- **CRIMINAL HISTORY:**
 - ◆ Any felony convictions are not considered. Additional causes for denial include but are limited to: 1) Illegal drug or gang involvement of any kind, 2) Any violent act against another person, 3) Vandalism, arson, etc., 4) Burglary, 5) Criminal Trespass, 6) Stalking.
- **CO-SIGNERS:**
 - ◆ Co-signer must have a credit score no less than 700, must make 4x the monthly rent and be a resident of Idaho.
- **HOUSING SUBSIDIES:**
 - ◆ We do not accept Boise City/Ada County Housing Authority contracts.
- **NUMI REPORT:**
 - ◆ Required if requested at any time of the application process.

HO TO SUBMIT YOUR APPLICATION:

CPM operates from a home office that is not open to the public. Applications are accepted via email to andrea@cpmidaho.com or you can fax it to 866-404-2381.

The fee can be paid online at www.cpmidaho.com. Click the PAY MY RENT tab on the left and follow the instructions. There is a convenience fee which varies by your payment method. The cheapest is using the e-check option for \$2.20. If you use a debit or credit card the fee is much higher.

Or you can mail it. Keep in mind we process applications in the order they are received, so time is of the essence.

Application Processing Time

Applications are usually processed within 2 business day, depending on how quickly your references respond.

Acceptance

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 must be in the form of a cashier's check or money order.** 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.** Should you choose not to occupy the property, the deposit becomes non refundable in exchange for CPM taking it off the rental market.

Lease Signing & Meeting for Keys

The first months rent will be prorated and any additional deposit s required (i.e. Pet Deposit, Increased Deposits) must be paid in the form of **cashiers check or money order** no later than your lease start date to receive keys.

**Meetings for keys are scheduled Monday through Friday, during regular business hours. Evening and weekend meetings can be scheduled for a \$65 after hour's fee, due at the meeting.

We are an Equal Opportunity Housing Provider. We comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with state and local fair housing laws.

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 apartment/house to two people per bedroom. In determining these restrictions, we adhere to all applicable fair housing laws.

CPM will place a maximum of 3 roommates in a property. Roommate applicants must qualify individually.

- All properties are non-smoking
- Some properties may not allow pets
- Some properties may not allow roommates