



CHAPMAN PROPERTIES, INC.
 4619 W. Emerald, Ste. 101 Boise, ID 83706
 (208) 336-5111 Office (208) 336-1965 Fax
www.chapmanproperties.net or chapmanprop@cablone.net

Application Fee \$35
 per application / non-refundable

Address: _____
 Terms/Mos: _____ RentPrice: _____ Deposit: _____

Application For Rental Property

A copy of a valid photo id

*When submitting this application, include the application fee of \$35, per single applicant, 18 yrs or older or Cosigner (CASH ONLY)

Single applicants and/or roommates must each provide individual applications for each person

*You may also fax your application to us and pay your application fee on line by visiting our website at www.chapmanproperties.net

*Please note our rental policies on the back of this application. By signing the application, you also acknowledge receipt of renting policies.

Applicant Information (please print)

Applicant Full Legal Name _____ Birthdate _____
 Co-applicant's Legal Name _____ Birthdate _____
 Social Security Numbers: Applicant: _____ Co-applicant: _____
 Phone # _____ Cell# _____ Work# _____
 Email address(s) _____
 Have either applicant(s) ever been known by any other name? Please list other names _____
 Present Address _____ City: _____ State: _____ Zip: _____
 How long have you lived there? _____ Reason for moving _____
 Name(s) and Age(s) of household members to live at this property _____
 Driver's License: Applicant: State/Lic # _____ Co-applicant: State/Lic # _____
 Make and Year of Vehicles _____
 Does anyone in the household smoke? ___ Do you have any pets? ___ if yes, list breed/type and name _____
 Has anyone in the household been convicted of a felony or any drug charge? _____
 Do you have any special needs that we need to accommodate? _____

Tenancy Information (Min. 2 yrs required)

Current Landlord's Name _____ Phone _____ From: _____ To: _____
 Your address while renting from this landlord _____ City _____ State _____
 Previous Landlord's Name _____ Phone _____ From: _____ To: _____
 Your address while renting from this landlord _____ City _____ State _____
 Have you ever been evicted? Yes No If yes, please explain _____

Employment Information (Min. 2 yrs required)

Applicant's Current Employer: _____
 Address: _____ Phone _____
 Job Title: _____ From: _____ To: _____ Gross Income/Month _____
 Co-applicant's Current Employer: _____
 Address: _____ Phone _____
 Job Title: _____ From: _____ To: _____ Gross Income/Month _____

Emergency Contact information

Primary emergency contact _____ Phone _____
 Other emergency contact _____ Phone _____

We/I hereby make application for lease of the unit located at _____ on the terms specified. We/I understand that we will need to pay the application fees with this application. We/I understand that these fees are non-refundable. If We/I provide a deposit to hold a unit and Our/My application is not accepted Our/My deposit would be returned. If Our/My application is accepted and We/I choose not to move in, then my deposit is not refundable. We/I understand that once our application is accepted and any portion of the deposit is paid, the deposit is non-refundable if We/I decide not to sign the rental agreement. We/I understand that Chapman Properties will only "hold" a property for up to two weeks once a deposit has been submitted. We/I understand that rent will be due and payable no later than 14 days after I have been approved for property or the deposit has been paid. Signature below acknowledges applicant(s) has read the rental polices on the back of this application.

We/I hereby authorize my creditors, employers, and landlords and credit repositories to release, whether by phone, fax, or in writing, any information which may include current and previous credit history, past or present employment information, past or present rental history, past or present criminal history, or any other background information requested.

Furthermore, I understand that using a photocopy of this form may be necessary to complete verification of information and will be fully accepted as if it were an original.

This application shall not be binding to the owner or agent until accepted in writing. The delivery of a lease to the undersigned for signature shall not be constructed as an acceptance of the application, nor shall lease be upon the owner until it has been executed on the owner's behalf and delivered to the undersigned

Please release this information to: ACRAnet 521 W. Maxwell Ave, Spokane, WA. 99201-2417, (509) 324-1287

Dated _____ 20_____

 Applicant Signature

 Applicant Signature



CHAPMAN PROPERTIES RENTING POLICIES

You came to the right place! Chapman Properties, Inc. would like to make your renting experience a good one. Chapman Properties, Inc. follows all federal, state and local laws regarding the application process. Each application is screened without regard to race, color, religion, handicap, sex, familial status or national origin of applicant. The staff at Chapman Properties, Inc. is trained and educated on the latest local, state and federal statutes pertaining to rental regulations.

The Application Process

Applications must meet the requirements of this Guideline. Each applicant 18 years of age and older must complete a separate application and pay the application fee of \$35, which is non-refundable. **Chapman Properties, Inc. does not accept Section 8 Housing Vouchers.**

1. All adults planning to reside on the property must complete the application
2. The application must be legible
3. Application fees are to be paid in CASH only – no exceptions
4. The application must be signed by all adult applicants planning to reside on the premises
5. Applications are processed in the order received
6. Additional applications will continue to be accepted until the approved applicant has signed the lease and paid the security deposit
7. As a representative of the property owner, we must act in their best interests and will choose the best application if more than one has applied
8. Processing will normally be completed within 24 hours; however it can take longer if a complication arises such as difficulties contacting your past landlords or other references.
9. A copy of applicant's driver's license or other federal issued ID is required and will become part of the completed application
10. All information on application is subject to verification. Credit Score of 500 or better is required, scores under 500 will be automatically denied.
11. Applications will be denied if falsified
12. Once approved, each applicant must sign the lease and be fully responsible for the lease, rent or any fees due
13. If application is denied, at Chapman Properties, Inc. discretion, an approved Co-Signer may substitute their application, sign the lease and accept full financial responsibility along with the applicant. A Co-Signer must live with-in the Pacific Northwest region (Idaho, Oregon, Washington, Utah, Montana, and Arizona).
14. In lieu of a Co-Signer, and at Chapman Properties, Inc. discretion, the applicant may pay a security deposit equal to the maximum the law will allow
15. Guideline requirements may be waived at the discretion of Chapman Properties, Inc. if applicant pre-pays rent for the full term of the lease
16. Chapman Properties, Inc. bases its decision to accept an applicant on credit, previous landlord information, employment, and income and criminal record combined. For example, if you have excellent credit but you receive a negative reference from a previous landlord, we will look at the other items such as employment and criminal record to assist us make a decision.

Rental History

Applicant must have good rental references for 6-months or more within the last 18- months unless applicant has just sold their home or still owns a home. Relatives are not acceptable as rental references. Application may be denied for evictions, damages beyond normal wear and tear, illegal activity on premises, refusal to re-rent by previous landlord or a balance still owed to previous landlord and any utility companies.

Income

Application(s) may be denied unless rent is no more than 30% of verifiable household income. For income to be verified, applicant(s) must provide verification of SSI, food stamps or child support. Unemployment is never considered income.

Criminal Background

A criminal record verification is made on all persons over the age of 18 who will occupy the property. Cause for the application to be rejected include but are not limited to conviction of (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, and (6) Stalking. Any felony within the past 5 years will not be accepted. Any felony older than 5 years will be considered at Chapman Properties, Inc. discretion.

Pet Policy

Due to insurance costs and limitations, Chapman Properties, Inc. does not allow the following types of dogs in any of our properties: Pit Bulls, Rottweiler's, and American Staffordshire Terriers or any dog that has any of the above breeds in their lineage. If the property owner agrees to allow a pet, applicant will pay a non-refundable pet fee of \$250 per pet. Cats must be spayed or neutered. Companion and support animals are exempt from these fees.

Contingency Lease

If at the time of the showing, the applicant wishes to rent the premises, applicant can pay the application fee and the security deposit, and sign the rental agreement as a contingency lease (the unit is yours unless you are denied via the application process). The contingency is that Chapman Properties, Inc. needs to complete that application process to include: Income verification, credit report, criminal background, and rental history verification. If tenant fails to meet the criteria, the applicant is denied and the security deposit is refunded. Once you are approved for the property and the deposit has been paid, you must sign the lease within 48 hours and begin paying rent for the property no later than 14 days from the day you are accepted. Should you decide that you do not want to continue with the lease agreement and do not wish to move into the property that you applied for and were accepted for – your security deposit is non-refundable.

Security Deposit

The security deposit amount varies from property to property and must be paid in advance and must be paid by certified funds (money order, cashier's check, certified check, or cash).

Short Term Leases

Generally, Chapman Properties, Inc. does not accept short-term leases (leases 6 months or shorter) unless approved by the property owner. Every property managed by Chapman Properties, Inc. is rented for 1 year unless otherwise approved by the property owner. After the 1-year lease it will automatically revert to month to month. At that time you will have the option to renew or the rent will increase \$50.00 per month.

Condition of the Premises

We believe we have a higher than normal standard in the preparation of our rental units, but our standards may or may not be equivalent to your standards. Unless you see something that you don't like, or something that you would like added, our rentals are rented "as is". We are happy to make your request(s) during the application process; we will gladly present it to the property owner. If the property owner grants our request, the modification will be made prior to you taking occupancy or otherwise annotated on the rental agreement. At no time does Chapman Properties, Inc. make any promises or guarantees any work to be done to the property at anytime unless stated in writing.

Showings

Showings are scheduled via the website at: chapmanprop@cableone.net - We will gladly work around your schedule. For the safety of our staff, no showings will be made after dark. If you should have questions please phone us at 208-336-5111 and press 0.

Site Unseen

Parties agree that Tenant's were given the opportunity to inspect the property prior to signing lease. If Tenant's declined to do so and chose to sign lease on subject property sight unseen for their convenience, parties acknowledge that Tenant's will be fully obligated to the signed lease agreement should they not take occupancy of the property. Tenant does agree that any maintenance shall be done as stipulated by the Rental Agreement and not the preferences of the tenant since Tenant's agreed to take property sight unseen.

Signing the Lease

Once you are approved, you will be notified by phone and we will schedule a lease-signing appointment within 48 hours. All adults who have passed the application process and who will be living on the rented premises must sign the lease.

Rental Market

Chapman Properties, Inc. chooses rent amounts based on current market conditions and instructions from the property owner. By signing below tenant(s) acknowledge having read and understand the above.

Applicant #1

Applicant #2