



Application policies for Renting

1. **COMPLETED** applications are screened in order of receipt
2. **A complete application consists of:**
 - Fully filled out online application.
 - A copy of photo ID (driver's license or passport) and proof of income are required. You **MAY** be asked to provide a copy of your Social Security number. Upload the required documents when completing the application. If additional documents are needed, email them to apply@callrealty.com
 - A paid application fee of \$44 per adult 18 or older. Application fees are to be paid online via Acranet when filling out the application - no payment will be accepted in the office.
3. The application fee is **NON-REFUNDABLE**
4. Call Realty does **NOT** accept portable tenant screening.
5. You are welcome to review a draft copy of the lease agreement at any time.
6. All adults aged 18 and older who will be residing in the unit longer than two weeks per year are required to fill out and pay for a separate application to be screened.
7. **Minimal income requirement** is as follows: If there is excessive debt or ongoing collections, rent should not exceed 1/4 of the applicant's income to qualify. Otherwise, rent should not exceed 1/3 of the applicant's income.

Reasons for DENIAL are as follows:

- **Any** application where information is found to be falsified or omitted
- Ongoing and continued collections (medical may be an exception)
- Any outstanding rental-related fees or charges, including but not limited to rent and utilities, may cause a denial.
- Conviction of a felony or misdemeanor may result in denial
- Applicant may be denied if he/she has **EVER** left owing money to a landlord or management company. Failure to disclose will result in automatic denial.
- Previous or current eviction

- If one application is denied, then all applications will be denied.
- 8. Based upon information provided by the screening company, applicants may be required to pay an additional deposit and/or be required to have a co-signer.
- 9. Additional deposit WILL BE required, but not limited to the following: roommates, pets, unverified or limited rental history (1 yr. or less), limited job history (6 mo. or less), ongoing collections or lack of positive credit
- 10. Upon being notified of approved screening, the tenant will be responsible for rent no later than one week (7 days) after approval or from when the property becomes available.
- 11. When your application has been approved and you have been notified of approval, you will be required to sign the Holding Fee/administrative fee disclosure form. The NON-REFUNDABLE fees are to be paid within 24 hours of being notified of approval. If not paid, priority will be given to the next applicant in line. Payment is accepted only via Cashier's Check, Money Order, or online through WWW.CALLREALTY.COM (NO CASH or PERSONAL CHECKS). Once the lease is signed, the holding fee will be applied to the DSC deposit for the property. If the lease is not signed after the receipt of the holding fee within one week (7 days) or within one week (7 days) of the property becoming available, or as otherwise agreed upon, the fee shall be forfeited as liquidated damages to the landlord.
- 12. The administrative fee is \$100 for the first adult (18 and older) and \$50 for each additional adult (18 and older) and/or cosigner.

CO-SIGNER INFORMATION

The co-signer may be required to own property in Spokane County. Co-signer agrees to assume ALL responsibilities of the lease, which include but is not limited to the following:

1. Responsible for ALL tenant/s on lease until ALL tenant/s surrender occupancy
2. Discounted rent and/or balance of rent charges owing
3. Unpaid deposit money owing
4. Any damages to property that is not covered by the deposit when tenant(s) vacates
5. Any unpaid utility bills from tenancy if not covered by deposit

I have read and understand my responsibilities as a co-signer as outlined above and agree to these terms.