



KPS Management  
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Spokane Valley, WA 99206

Quality Rental Housing  
Unbeatable Management Service  
www.kpsonline.net

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Sales@kpsonline.net

## SCREENING/QUALIFICATION CRITERIA

**Complete Application** | Every adult applicant for tenancy must completely fill out and submit a legible application form. Any area of the application left blank or falsified may result in rejection/denial of the application. ALL PERSONS leasing an apartment/home (hereafter referred to as a rental unit) must be of legal age – 18 years or older – to sign a lease. Applicant(s) are required to provide **two forms of government identification**. Each applicant must meet the criteria listed below to be approved for tenancy.

**Non-Refundable fees** | A number of non-refundable fees may be charged prior to and/or during the tenancy, including application/screening fee, pet, document preparation, late payment, NSF, cleaning and/or redecorating fees.

- **Application Fee** | A \$40.00 non-refundable fee will be charged for each application processed. Fees are payable to KPS Management in cash, money order or cashier's check at the time application is made.
- **Holding Fee** | Applicant (s) understand no specific rental unit will be held off the market until a HOLDING FEE in the amount of \$250.00 is paid. If residency is approved and a rental agreement is executed this fee shall be credited to the first month's rent and/or Security Deposit. If application is approved but applicant (s) does not sign the rental agreement, and/or does not take possession, this fee shall be forfeited to landlord as liquidated damages. If residency is not approved by management then this fee will be returned to the applicant (s).
- No personal checks will be accepted for payment of fees.

### Income/Credit Requirements \*

- Gross income is to be 2 ½ to 3 times greater than the monthly rent amount; it must be verifiable, current and consistent for at least the last 6 months. Records addressing the most recent 6 calendar months must be provided.
- Credit Score of 650 or higher otherwise an increased Security Deposit and/or co-signer/guarantor may be required
- No bankruptcies in the past 5 years and no rental collections

### Verifiable Satisfactory Rental History (6 most recent months, minimum)\*

- Prior rental contracts/leases must have been successfully fulfilled | ex. no evictions & no rental collections
- Rental history must be verifiable—please provide current names and telephone #'s for previous landlords on application

### Public Records/Criminal Background Check

- No outstanding warrants
- A history of drug related offenses, sex related offenses, and/or physical violence related offenses/convictions will be grounds for denial of the application
- Applicant may have another type of felony conviction greater than 5 years old but only with no occurrences since.

**\*Co-Signer/Guarantor and/or Increased Deposit** | An increased Security Deposit and/or a co-signer/guarantor may be required if applicant(s) do not meet these criteria. A co-signer/guarantor must fill out an application, be approved and sign a Co-Signer Agreement. The co-signer must have gross income of 2 ½ - 3 times the monthly rent and be able to pay the monthly rental in addition to current obligations.

### General Information

- We fully support the Federal Fair Housing Act, as amended, and offer equal housing for all persons regardless of race, color, religion, gender, handicap, national origin or familial status.
- No **SMOKING OF ANY KIND** in rental units or in common areas (e.g. laundry room, club house, hallways or stairwells) . Smoking is permitted outside only as long as it does not disturb other residents.
- Some properties allow pets that have been pre-approved by Management but the Pet Policy must be adhered to
- Consumer Report provided by: AIR FACTZ Screening & Reporting Services, PO Box 14187, Spokane, WA 99214. PH # (800)729-7776 or (509)928-0229, Email [air@airfactz.com](mailto:air@airfactz.com). You have a right to get a free report of the screening report from AIR Factz if your application is denied. You also have the right to dispute the accuracy of information in the screening report.

I have read and received a copy of the Rental Criteria \_\_\_\_\_ Initials \_\_\_\_\_ Initials

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_