



521 W Maxwell Ave
 Spokane, WA 99201
 Phone (800)304-1249
 (509)324-1249
 Fax (800) 845-7435
 (509) 324-1240
 Email TenantScreening@ACRANet.com
WWW.ACRANET.COM

Type of Report
 FULL
 STREAMLINE
 SHORT
 CO-SIGNER
 CRIMINAL ONLY
 OTHER _____

MOVE IN DATE ____/____/____
 RENT \$ _____
 APARTMENT # _____

Visual proof of Drivers License or
 State I.D. YES NO

MANAGEMENT COMPANY KPS Management	RENTAL/UNIT ADDRESS	REQUESTING AGENT	TELEPHONE # (509) 842-2322	FAX # (509) 893-2202
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APPLICANT IS: APPLYING ALONE HAS CO-APPLICANTS (Include the name of the co-applicants and their relationship to you)

****INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING****

APPLICANT INFORMATION

APPLICANT'S LAST NAME	FIRST NAME	MIDDLE/SUFFIX	SOC SEC#	DRIVERS LICENSE #	STATE	DOB
APPLICANT'S HOME PHONE		CELL PHONE		OTHER NAMES USED		

CURRENT RESIDENCE

(1) Applicant's Present Address	Apt.#	City	State	Zip	Move-In Date	Email	Monthly Payment \$
Present Landlord/Complex	<input type="checkbox"/> Mortgage Co.	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Other	City	State	Zip	Landlord Phone () Landlord Fax ()

PREVIOUS RESIDENCE HISTORY

(2) Applicant's Previous Address	Apt.#	City	State	Zip	Move-In Date	Move-Out Date	Monthly Payment \$
Previous Landlord/Complex	<input type="checkbox"/> Mortgage Co.	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Other	City	State	Zip	Landlord Phone () Landlord Fax ()
(3) Applicant's Previous Address	Apt.#	City	State	Zip	Move-In Date	Move-Out Date	Monthly Payment \$
Previous Landlord/Complex	<input type="checkbox"/> Mortgage Co.	<input type="checkbox"/> Apartment Community	<input type="checkbox"/> Other	City	State	Zip	Landlord Phone () Landlord Fax ()

EMPLOYMENT HISTORY

(1) Applicant's Present Employer	City	State	Zip	Position	Phone ()	Gross MONTHLY salary \$	Employment Dates
(2) Applicant's Previous Employer	City	State	Zip	Position	Phone ()	Gross MONTHLY salary \$	Employment Dates

ADDITIONAL INCOME

Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.
 Amount of \$ _____ Frequency _____ Source _____

IMPORTANT INFORMATION

Name of Emergency Contact	Relationship	Address	City	State	Zip	Phone ()
Have you ever been convicted of any crime? (Do not list any offense for which you have successfully completed a deferred sentence.) <input type="checkbox"/> NO <input type="checkbox"/> YES Offense/Charge: _____ Level of Offense: <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Violation Court/Location: _____ Case #: _____				Have you ever been evicted from any residence? If yes, list when, address and reason. <input type="checkbox"/> NO <input type="checkbox"/> YES Date: _____ Address: _____ Reason: _____		

I understand I acquire no rights in an apartment until I sign this agreement and submit a holding fee in the amount of \$ 250.00. If my residency is approved and I sign an apartment rental agreement, this fee shall be credited to my first month's rent and/or security deposit. If my residency is approved but I do not sign an apartment rental agreement, then this fee shall be forfeited to the landlord as liquidated damages for holding an apartment at _____. If my residency is not approved then this fee shall be returned to me.

NON-REFUNDABLE APPLICATION FEE EARNED ON RECEIPT. \$ 40.00 PAYABLE TO KPS Management.

In accordance with State and Federal laws you are hereby notified that an investigation may be made by ACRANET of the information together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accuracy of information provided by ACRANET or by the entities you have disclosed above, and, upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Please direct all inquiries to ACRANET, 524 W Maxwell Ave, Spokane, WA 99201. The venue for any legal action or proceedings related to this transaction, or breach of contract, or default, whether a lawsuit is filed or not, shall be properly laid in Spokane County, Washington. I certify that to the best of my knowledge all statements made herein are true and correct. I authorize ACRANET to obtain such credit reports, character reports, verification of criminal history, and verification of rental and employment history and provide an investigative report to the undersigned landlord. I further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. **I am aware that an incomplete application causes a delay in processing and may result in denial of residency.**

Signed _____ Applicant _____ Date _____

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRANET is for the purpose of evaluating the applicant's residency and no other purpose.

Signed _____

It is the Policy of the owners and managers of KPS Management not to discriminate against anyone in any respect in the rental of apartment because of race, nationality, religion, sex, disability or family status / having children under the age of 18.





KPS Management
524 N. Mullan Rd. Suite 101
Spokane Valley, WA 99206

Quality Rental Housing
Unbeatable Management Service
www.kpsonline.net

ph (509) 842-2322
fx (509) 893-2202
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: ACranet Screening & Reporting Services, 521 W Maxwell Ave, Spokane, WA 99201. PH # (800)304-1249 or (509)324-1249, Email TenantScreening@ACRANet.com. You have a right to get a free report of the screening report from ACranet 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 _____