



## 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. Email required documents to [apply@callrealty.com](mailto:apply@callrealty.com)
  - Application fees to be paid online only - no payment will be accepted in the office.
  - Paid application fee of \$41 per adult 18 or older.
  - Call Realty Inc does **NOT** accept portable tenant screening.
  - You are welcome to review a draft copy of the lease agreement at any time.
1. Application fee is **NON-REFUNDABLE**
2. 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.
3. **Minimal income requirement** is as follows: If there is excessive debt or ongoing collections, rent should not exceed 1/4 of applicant's income to qualify. Otherwise, rent should not exceed 1/3 of 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 be cause for 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.

1. Based upon information provided by the screening company, applicants may be required to pay additional deposit and/or be required to have a co-signer.
  - 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
1. Upon being notified of approved screening, tenant will be responsible for rent no later than one week (7 days) after approval or home becoming available.
2. 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 accepted only via Cashier's Check, Money Order, or online through [WWW.CALLREALTY.COM](http://WWW.CALLREALTY.COM) (NO CASH or PERSONAL CHECKS). Once the lease is signed, the holding fee will be converted into the DSC deposit for the home. 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 unit becoming available, the fee shall be forfeited as liquidated damages to the landlord for holding the unit.
3. The administrative fee charged is \$100 for the first adult (18 and older) and \$50 for each additional adult (18 and older) occupying the home for two weeks or more per year.

#### CO-SIGNER INFORMATION

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

1. Responsible for ALL tenant/s on lease until occupancy is surrendered by ALL tenant/s
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.