



UPM TENANT ACCEPTANCE POLICIES

To save you time and effort in finding your new home, Ultimate Property Management, LLC wants you to know upfront what is required to qualify to be a tenant. You are welcome to submit an application if you believe you meet the qualifications.

APPLICANT ACCEPTANCE REQUIREMENTS:

- Must be 18 years of age or older to complete/sign application. Only a tenant may reside in property, not a co-signer.
- If a co-signer is necessary, the co-signer must also be 18 years of age or older and complete and sign an application. **All applicants must provide a photo copy of their Drivers License or State Identification Card, including co-signers, when submitting their application.**
- **An Application Fee of \$40.00 is required in the form of cash or money order in order for application to be processed. Fee is per credit report generated, including for Co-Signers, not per application.**
- **No Felonies in past three (3) years. Felons on probation must provide proof they are current with parole officer.**

CREDIT REQUIREMENTS:

- **A credit report is required from one applicant or co-signer and criminal background checks for all applicants.**
- **An acceptable credit rating range from 550—850 (Fair to Excellent) is required by applicant. A co-signer is acceptable and must have a credit score of 650—850 (Good to Excellent) and will be financially liable for the tenant rent payments for up to one (1) year.**
- More than five (5) accounts in collection for any reason may constitute immediate denial of application even if applicant or Co-signer meets the acceptable credit rating range.
- Any Idaho utility or any landlord/property management accounts that have gone to collection must be paid off prior to acceptance even if applicant meets the acceptable credit rating range.
- All information shown on the credit report is subject to verification, including previous address and place of employment. Discharged bankruptcies are acceptable.

INCOME REQUIREMENTS:

- **Applicant's combined gross monthly income must be three (3) times the amount of the monthly rent.**
- Applicant who has just started a new job will have to pay three (3) months rent in advance or have a co-signer.
- Income/employment verified verbally and/or in writing through employers. Tax returns and/or paystubs may be required.

RENTAL HISTORY:

- Applicant's must have a good rental reference record from past landlords, unless applicant just sold their house or it is their first time renting. Relatives do not qualify as rental references, landlords or property managers only.
- **Denial of application will be immediate for evictions, property damage beyond normal wear and tear, persons convicted of crimes involving dealing drugs and/or violence, refusal to re-rent and/or outstanding balance to previous landlords and/or property management companies.**

LEASE SIGNING:

- **Upon approval for a rental, applicant agrees to a lease signing flat fee of \$50.00 to cover UPM time and resources for lease preparation and signing, to be collected prior to the lease signing.**

I the undersigned have read and understand the requirements set forth in this document.

NAME (Print): _____

SIGNATURE: _____ Date: _____

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