

# Welcome!

Applicants with an animal are required to complete an animal profile prior to your application being processed. Please copy and paste the following URL into your browser.

<https://nestpropertysolutions.petscreening.com/>

Before submitting your rental application, please review our rental criteria to make sure that you will pass the background check. If you have any questions or concerns about meeting our rental criteria, please call our office at 509-350-4441 or email [contact@nestpropertysolutions.com](mailto:contact@nestpropertysolutions.com). APPLICATION FEES ARE NON-REFUNDABLE.

Standard application processing time is 2-4 days but can take longer. To help expedite the process, please inform all references, including employment, that we will be contacting them.

**All those 18 years and older, who will be residing in the home, must complete an application.**

**\*IF A CO-SIGNER IS ACCEPTED, THEY ARE NAMED ON THE LEASE AND HAVE FULL RESPONSIBILITY FOR THE ENTIRE LEASE.**

INITIAL MOVE-IN ADMINISTRATION FEE: To compensate Broker for lease preparation, Tenant shall pay a \$150 Initial Move-In Administrative Fee prior to move-in.

MOVE-OUT ADMINISTRATION FEE: To compensate Broker for the administration costs of moving out including the move-out condition report, Tenant shall pay \$150 at move-out.

## HOLDING POLICY

We can only hold a property for a maximum of two weeks. This means, if you are approved, we can only hold the home for two weeks after the date you are approved. The lease start date will be a maximum of two weeks from approval date and you will be responsible for paying rent at that time.

## WHAT IF THERE ARE MULTIPLE APPLICATIONS ON THE SAME PROPERTY?

If there are multiple applications for the same property, we'll evaluate all of them to determine the best applicant. The best applicant may not always be the first one received. While there might be more than one approvable applicant, ultimately, only one will be approved.

## OCCUPANCY LIMITS

Max occupancy is two people per bedroom.

Please have the following items ready when applying online:

- Phone number and email
- Last 3 years of residential history
- Employer: Name, Contact, Start Date, Salary
- Dependent Information
- Emergency Contact
- Credit or Debit Card for payment of your screening fee
- Application fee of \$50

Have the following documents ready to UPLOAD when applying:

- Government Issued Identification
- Proof of Income. Some examples include but are not limited to:
  - Paystubs (last 60 days)
  - If self-employed, last year's tax return
  - Unemployment Documentation
  - Disability
  - Pension Distribution Statement
  - Court Ordered Payments (Alimony or child support)
  - Social Security Income
  - Retirement Income
  - Worker's Comp
  - Federal, State or Local housing subsidy
- Photo of Pet/s with you in the picture
- Pet Vaccination Documentation

#### GENERAL APPLICATION INFORMATION

- Everyone eighteen years of age or older that intends to live in the property must submit a rental application.
- All applicants must submit a picture of a valid government-issued photo ID with their application.
- All applicants must complete a showing of the property in person before an application is approved. The property must be accepted in "AS-IS" condition before an application can be approved, except where all parties involved sign a written agreement for modifications or repairs. Verbal representations are non-binding. \*Sight unseen addendum required with lease if home is not seen in person.
- We choose the best tenants for our properties based on application strength.
- **We can only process complete rental applications.** A complete rental application includes completing the online application in full, complete petscreening.com profile, providing all required supporting documentation, and paying the application fee. Suppose an applicant is applying in a group. In that case, we will begin processing applications once everyone in that group completes their applications, pays their application fees, and submits all of their required documentation. If another group completes all of these tasks before your group, their applications will be processed before yours.
- If you have a pet, you must submit a photo of your pet with you and the pet in the picture together. If you have an assistive animal, you must submit proof of proper documentation regarding the assistive animal.
- **All leases require tenants to obtain renter's liability insurance.**

#### INCOME REQUIREMENTS

1. Gross monthly household income must equal 3x's the stated monthly rent.
2. One (1) months paystubs.
3. Some form of verifiable income will be required for unemployed applicants. (Verifiable income may mean, but is not limited to: Bank accounts, alimony/child support, trust accounts, social security, unemployment benefits, welfare, grants/loans etc.)

4. Self-employed applicants will be required to show proof of income through copies of the previous two years' tax return.
5. Students with no verifiable means of income may be accepted with a qualified \*co-signer.

#### CREDIT REQUIREMENTS

- Credit Score:
  - 620 or higher: Requires security deposit
  - 600 to 620: Requires 2x (double) security deposit
  - Below 600: Denied
- We obtain credit reports for all applicants and do not accept copies of credit reports submitted by applicants.
- We may accept bankruptcies only if they have been discharged and the applicant has begun re-establishing good credit. Three (3) years must have elapsed from the discharge or dismissal date of any prior bankruptcy filing.
- Collections or current delinquency on credit report may result in denial, require an additional security deposit or qualified \*co-signer.
- Credit reports reflecting slow pay on 3 accounts may be considered with owner approval with an increased deposit.
- Identifiable outstanding landlord debt will result in the denial of the application.

#### APPLICATION FEE

- A \$50 application fee is required for each applicant, without exception, and is non-refundable. This fee offsets the costs incurred while processing an application.
- A \$50 application fee for co-signers is also required and is non-refundable. We expend time and incur costs in processing applications. Hence, our policy is application fees are non-refundable.

#### RENTAL HISTORY OR PROPERTY OWNERSHIP

- We require a minimum of the last two years of verifiable rental history and/or home ownership.
- In the event applicant does not have two (2) years of verifiable housing history from a third-party landlord or home ownership, an applicant may be denied, a qualified co-signer may be required, and/or increased deposit.
- Applicant(s) must have no past evictions or unpaid balances owed to past landlords. Applicants with past evictions or outstanding balances to past landlords will not be considered and should not apply.
- References must be verifiable, and family references are not acceptable. Negative references can be grounds for denial of an application.
- No evictions, compliance notices, broken leases, or money owed to former landlords, and
- Three (3) or more late payments in the last 12 months will result in denial.

#### CO-SIGNER QUALIFICATIONS

1. Verifiable monthly income must equal a minimum of four (4) times the applicant's rent. Verifiable income may mean bank accounts and trust accounts.
2. Outstanding bad debt (Slow pay, collections, repossessions, liens, judgments, and wage garnishment programs) will result in denial of a co-signer.
3. Credit Score above 650.
4. Having a co-signer does not guarantee acceptance!

## CRIMINAL BACKGROUND

- Applicants who have been charged with crimes should disclose all information. However, this information does not automatically disqualify applicants. We perform an individualized assessment of any adult with criminal convictions to determine whether a business reason exists to deny tenancy. We consider the nature and severity of the offense, the number and type of convictions, the time that has elapsed since the conviction, evidence of good tenant history before and after conviction, any additional information showing rehabilitation, good conduct, or other factors that you would like us to consider.
- However, applicants should not apply if they have been convicted, plead guilty, or no contest in the last 7 years to theft, destruction of property (example arson), assault, prostitution, drug-related or weapons charges.
- Applicants should not apply if they have **ever** been convicted of sexually related offenses.

## PETS

To help ensure ALL our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Service Animal). This process ensures we have formalized pet and service animal-related policy acknowledgments and more accurate records to create greater mutual accountability.

Please get started by copying and pasting this link into your web browser:  
<https://nestpropertysolutions.petscreening.com/>

- The cost for pet screening is \$25-\$30. The yearly renewal fee is \$30/year pet profile.
- If you do not have pets, there is no charge (\$0).
- There is no charge (\$0) for an Assistance Animal Accommodation Request.
- Each of our properties has its unique pet policy, specified in the property listing. Before you schedule a showing or submit a rental application, please review the property's pet policy carefully.
- Even if the property allows dogs, the following dog breeds are never allowed: Akita, Alaskan Malamute, Boxer, Bull Mastiff, Canary Dog, Chow Chow, Doberman Pinscher, German Shepherd, Husky, Pit Bull, Rottweiler, and Wolf Hybrid. Therefore, applicants with these dog breeds as pets should not apply.
- If a pet is allowed, a minimum non-refundable pet administration fee of \$500 for the first pet and \$150 for each additional pet is due at lease signing.

In addition to this fee, you will also have a monthly pet fee per pet. The amount of the pet fee is determined based upon the "Paw Score" that PetScreening.com assigns to your pet. This score is determined using a proprietary formula that takes into account things like pet age, weight, vaccination records, etc. Nest Property Solutions reserves the right to refuse an animal except for Emotional Support Animals or Service Animals. The following are the monthly pet fee amounts (per pet):

Dogs & Cats:  
5 Paws - \$35.00/mo  
4 Paws - \$40.00/mo  
3 Paws - \$50.00/mo

Birds (per bird):  
Small Breeds - \$15/mo  
Large Breeds - \$25/mo

Other (Hamsters, Rabbits, Etc.)  
Per Other Pet - \$15/mo

2 Paws - \$60.00/mo

1 Paw - \$85.00/mo

#### ACCEPTANCE/DENIAL OF AN APPLICATION

1. All applicants applying together must qualify together; denial of one applicant may result in the forfeiture of all applicants.
2. We typically notify applicants of approval or denial within two to four business days of completed application submission. Applications are processed during our regular business hours of Monday thru Friday, 9:00 am to 5:00 pm. We are closed Saturdays, Sundays & all Federal Holidays.
3. Applying does not constitute an offer to rent or commitment of any kind. However, we will send the applicant a "Congratulations, Your Application is Approved" email if an application is accepted. Applicants are required to adhere to the timelines outlined in the "Congratulations, Your Application is Approved" email.
4. Applying for a property does not immediately require us to stop showing the property while we process applications. We will keep showing the property and accept backup applications until we have approved applications, a signed lease, and a holding fee in hand (if applicable).
5. Applicants will be asked to provide first month's rent. THESE FUNDS ARE DUE WITHIN 24 HOURS OF LEASE SIGNING. Security deposit and other fees are due on the lease start date.
6. If your application has been denied and you feel that you qualify as a resident under the criteria described above, you may choose to do the following: Contact the company below that supplied the information to discuss your application.

#### ACRANET:

521 W Maxwell Ave  
Spokane, WA 99201-2417  
509-324-1249

1. Correct any incorrect information through the credit-reporting agency as per their policy.
2. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
3. Upon receipt of the corrected and satisfactory information, your application will be re-evaluated for the next available apartment home.
4. Managers/agents do not have the authority to override the recommendations of the screening company or make any changes to the rental criteria.

**Your application will be processed by Acranet in accordance with Washington's Fair Tenant Screening Act of 2012 and the Fair Credit Reporting Act (FCRA) and they utilize Trans Union for their credit report portion of their screening. You have the right to dispute adverse information obtained and receive a free copy of your credit report on request in writing to: Acranet the Information Network, 521 W. Maxwell/PO Box 5393, Spokane WA 99205. You may obtain a free credit report from Equifax, Transunion and Experian once a year at [www.annualcreditreport.com](http://www.annualcreditreport.com). If you are denied due to information obtained from third party sources, you have the right to obtain disclosure of the nature of the information by making a written request to the Acranet office within sixty (60) days.**

Advertising is as accurate as possible but cannot be considered a guarantee of features, amenities, or costs. Please ask before you apply. By signing below you accept and understand the process and criteria and wish to proceed with your application and accept the property manager's decision based on the information obtained.

**It is the Policy of the owners and managers of this management company and/or landlord not to discriminate against anyone in any respect in the rental of this dwelling unit because of race, nationality, religion, sex, disability, marital status, familial status / having children under the age of 18, sexual orientation and/or military veteran status.**