



**Extant Management**  
12904 E. Nora Ave., Suite C Spokane Valley, WA 99216  
509-258-5004 Fax 509-258-5001

**OVERVIEW: Extant Management’s policy is to accept only one (1) complete application at a time and on a first-come first-serve basis. If an applicant would like to apply for a unit, said unit must be viewed prior to filling out an application. The proceeding criteria is needed for Extant to accept any application:**

**Requirements for a Complete Application**

- Applicants must be 18 or over to submit an application and to sign a lease
- Unit viewed by applicant or representative
- Application must be filled out in entirety- signed and initialed where applicable
- Hold fee form, photo ID, Visual verification of Social Security Card
- Verifiable income – IE: Paystubs, W-2s, award letters, tax returns, and housing assistance documentation
- Proof of Renter’s Insurance at lease signing
- \$40 application fee per individual 18 or over
- \$150 unit holding fee
- All monies must be in certified funds

**General Information**

- Pets upon approval by individual property
- No Smoking on property, including marijuana
- No growing, manufacturing, or distribution of any illegal substances
- No growing, manufacturing, or distribution of marijuana and/or marijuana bi-products
- Crime-Free property
- Must be physically able to perform yard care and snow removal, and the lease/rental agreement will include a written requirement to do so, *dependent on property*
- Landlord will not accept a comprehensive reusable tenant screening report by a consumer reporting agency

**RENTAL CRITERIA**

- **Rental History**
  - No evictions in the past 5 years
  - Rent paid in full on time every month
  - No record of damages to rental property or unpaid utilities
  - Good references from at least **two previous verifiable landlords**
  - Previous home ownership (if applicable) will be verified from the mortgage company or bank
  - The application will be denied if the rental history demonstrates noise or serious complaints
- **Income/Credit Requirements**
  - No “bounced” or insufficient funds checks in the past two years
  - Three times the monthly rent in verifiable income exceptions dependent on property
  - No more than 3 late payments on a credit report within the past 2 years
  - No bankruptcies in the past 3 years, negotiable
  - Self-employed applicants will be required to show proof of income from copy of previous year’s tax return
  - Students or others with no verifiable income may be accepted with a qualified cosigner (after credit check of cosigner) or with additional Security Deposit
- **Public Records**
  - No Sex offenses convictions within the last 7 years
  - Background and Credit information through Smart Move Buildium and Transunion

**I have read and received a copy of the Rental Criteria for this vacancy \_\_\_\_\_**  
**(Tenant Initials)**

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

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

Extant Management Group, LLC  
12904 E. Nora, Ste. C, Spokane Valley, WA 99216  
Phone: (509) 258-5000 Fax: (509) 258-5001

**RENTAL/PURCHASE APPLICATION**

\*Manager's Check list: Visual Proof of Driver's License/State ID: Y / N Visual Proof of SS Card: Y / N

**EACH ADULT OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION**

Property Address: \_\_\_\_\_

Move In: \_\_\_\_\_ Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Pet Deposit: \_\_\_\_\_ Term: \_\_\_\_\_

**TENANT/BORROWER INFORMATION**

Last Name (Legal): \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Sec.#: \_\_\_\_\_ email: \_\_\_\_\_

Phone(Home): \_\_\_\_\_ Phone(Cell): \_\_\_\_\_ Phone(Work): \_\_\_\_\_

DL#/State: \_\_\_\_\_ Address on DL: \_\_\_\_\_

Additional Occupants:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

**RESIDENCE HISTORY**

Present Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Pmt: \_\_\_\_\_

Previous Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Pmt: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Current Employer: \_\_\_\_\_ Occupation \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Occupation \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

**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. Other income: \_\_\_\_\_ Source: \_\_\_\_\_

**VEHICLE INFORMATION**

Auto #1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate: \_\_\_\_\_ State: \_\_\_\_\_

Auto #2 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate: \_\_\_\_\_ State: \_\_\_\_\_

**EMERGENCY INFORMATION**

Nearest Relative Not Living w/ You: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

**REFERENCES**

Reference Name : \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Reference Name : \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

	YES	NO
Have you or anyone who will be residing in the unit ever been convicted of a criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>
Are you or anyone who will be residing in the unit required to register as a sex offender? If yes, in which state: _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been asked to vacate by a current/previous landlord? If yes, Apt Name: _____ City: _____ State: _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you own any real estate now? If yes, address: _____ City: _____ State: _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed bankruptcy? If yes, discharge date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been evicted from tenancy?	<input type="checkbox"/>	<input type="checkbox"/>

I understand I acquire no rights in a rental unit until I sign this agreement and submit a holding fee in the amount of **\$150.00**. If my residency is approved and I sign a rental agreement, this fee shall be credited to my first month's rent and/or any applicable fees. If my residency is approved, but I do not sign a rental agreement, then this fee shall be forfeited to the landlord as liquidated damages for holding the rental unit at: \_\_\_\_\_

\_\_\_\_\_.  
If my residency is not approved, then this fee shall be returned to me.

**NON-REFUNDABLE APPLICATION FEE. \$40.00 PAYABLE TO EXTANT MANAGEMENT GROUP, LLC**

In accordance with State and Federal laws you are hereby notified that an investigation may be made by Extant Management Group, LLC or its assigns of the information you provided on this application, together with the 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 Extant Management Group, LLC or by the entities you have disclosed and upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or written summary of your rights under Fair Credit Reporting Act. Direct all inquiries to Extant Management Group, LLC, 12904 E. Nora Ste. C, Spokane Valley, WA 99216. I/We certify that to the best of my/our knowledge all statements made herein are true and correct. I/We authorize Extant Management Group, LLC or its assigns to obtain such credit reports, character reports, verification of rental and employment history as it deems necessary to verify all information set forth in the above application and provided investigative report to the undersigned Landlord.

I/WE HEREBY CERTIFY THAT THE ANSWERS I HAVE GIVEN IN THIS APPLICATION ARE TRUE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE ANSWERS OR STATEMENTS MADE BY ME WILL BE SUFFICIENT GROUNDS FOR DENIAL OF TENANCY OR SUBSEQUENT EVICTION AND LOSS OF ALL MONIES PAID. I AUTHORIZE YOU TO EXAMINE ANY INFORMATION LOCATED ON MY CREDIT AND CRIMINAL RECORDS.

The information contained on this application can only be used to qualify the Tenant/Borrowers for a transaction with Extant Management Group, LLC.

Tenant/Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax completed applications to (509) 258-5001**  
**or mail/drop off at 12904 E. Nora Ste. C, Spokane Valley, WA 99216**