



***D & M Management LLC***  
1208 Idaho Street  
Post Falls, Idaho 83854  
(208) 262-2222 Fax (208) 262-2229

This Application was received by: \_\_\_\_\_ \$45 fee receipt # \_\_\_\_\_

\$35 each additional applicant: \_\_\_\_\_

Application Date \_\_\_\_\_ Anticipated move-in date \_\_\_\_\_ Monthly rent amount \$ \_\_\_\_\_

How many will be living in this unit? Adults \_\_\_\_\_ Children \_\_\_\_\_ Pets \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**Address** Applying for: \_\_\_\_\_ Security deposit amount \$ \_\_\_\_\_

**Applicant (Print)** \_\_\_\_\_

Have you ever used or been known by any other name(s)? If yes, specify name(s) and explain. (Print)

\_\_\_\_\_

Primary Phone # \_\_\_\_\_ Cell phone# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Email \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long? \_\_\_\_\_ Landlord/Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Amount of rent/mortgage payment \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you had any late payments in the past year? \_\_\_\_\_ Spouse? \_\_\_\_\_

Previous Address if current is less than 2 years \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long? \_\_\_\_\_ Landlord/Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Amount of rent/mortgage payment \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ Position \_\_\_\_\_ Start Date \_\_\_\_\_

Employer Full Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_.

If employed by above less than 12 months, give name, address & phone of previous employer:

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_ Supervisor: \_\_\_\_\_

If you have other sources of income that you would like us to consider, please list income, source of income, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Name of **Spouse** \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone \_\_\_\_\_

SS# \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Previous Address if current is less than 2 years \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long? \_\_\_\_\_ Landlord/Mortgage Holder \_\_\_\_\_ Telephone \_\_\_\_\_

Amount of rent/mortgage payment \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you ever used or been known by any other name(s)? If yes, specify name(s) and explain. (Print)

**Employer** \_\_\_\_\_ Position \_\_\_\_\_ Start Date \_\_\_\_\_

Employer Full Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_

If employed by above less than 12 months, give name, address & phone of previous employer:

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone # \_\_\_\_\_ Alt Phone # \_\_\_\_\_ Supervisor: \_\_\_\_\_

If you have other sources of income that you would like us to consider, please list income, source of income, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

**Include place and date of occurrence to any following explanation:**

Have you ever filed for bankruptcy? \_\_\_\_\_ Spouse? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Have you ever been served an eviction notice or been asked to vacate a property you were renting? \_\_\_\_\_ Spouse? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Have you ever willfully and/or intentionally refused to pay rent when due? \_\_\_\_\_ Spouse? \_\_\_\_\_

Explain \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Spouse? \_\_\_\_\_

Explain \_\_\_\_\_

Do you currently use, abuse or are addicted to any illegal controlled substance? \_\_\_\_\_ Spouse? \_\_\_\_\_

Explain \_\_\_\_\_

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_ Spouse? \_\_\_\_\_

Explain \_\_\_\_\_

Have you ever been sued for unlawful detainer? \_\_\_\_\_ Spouse? \_\_\_\_\_

Explain \_\_\_\_\_

Checking/Savings \_\_\_\_\_ Bank & Address & Phone # \_\_\_\_\_

**Credit References:**

Type of Account \_\_\_\_\_ Creditor \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Purpose of Credit \_\_\_\_\_ Amount of Payment \$ \_\_\_\_\_ Date payment is due \_\_\_\_\_

Type of Account \_\_\_\_\_ Creditor \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Purpose of Credit \_\_\_\_\_ Amount of Payment \$ \_\_\_\_\_ Date payment is due \_\_\_\_\_

**Personal References:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Vehicle Information:**

Number of vehicles (including company cars) \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_ License Plate # \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_ License Plate # \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_ License Plate # \_\_\_\_\_

I hereby apply to lease the premises described above for the term and conditions set forth. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained by *D&M Management, llc* to offset the cost, time, and effort in processing my application.

I hereby deposit \$\_\_\_\_\_ as fee for processing my application. **This fee is non-refundable.** When so approved and accepted, I agree to execute a lease for \_\_\_\_\_ months before possession is given and to pay a specified amount as a security deposit plus one full month's rent plus any applicable pet deposits prior to the move in date.

I recognize that as a part of *D&M Management, llc*'s procedure for processing my application, an investigative consumer report may be prepared, whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

**I/We declare under penalty of perjury that the information listed in this application is true and correct.**

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, in the city of \_\_\_\_\_,  
state of \_\_\_\_\_.

Please sign:  \_\_\_\_\_  
**Applicant** **Date**

Please sign:  \_\_\_\_\_  
**Spouse** **Date**

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**AUTHORIZATION  
Release of Information**

**Consent to Obtain Credit / Employment Information**

I / We authorize ***D & M Management, LLC*** to investigate my / our credit qualifications and hereby release, in any manner, all of the information obtained by you. I / We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I / We authorize ***D & M Management, LLC*** to contact my / our current or previous landlord, and current employer, and further, by a copy of this release form, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my / our lease application. I / We further authorize ***D & M Management, LLC*** to apply for or obtain an investigation or credit report in connection with this application process. I / We understand that said investigation or credit report may contain information obtained from various state governmental and private entities relative to my / our number of children, employment, occupation, financial and criminal history information.

\_\_\_\_\_  
**Applicant-Name** (please print)

X \_\_\_\_\_  
**Applicant-Signature** **Date**

\_\_\_\_\_  
**Spouse-Name** (please print)

X \_\_\_\_\_  
**Spouse-Signature** **Date**

**PET POLICY**

**BEFORE you acquire a pet, please read the following rules:**

**Some properties allow NO PETS**

**Properties that allow pets allow a total of two (2) Maximum**

***No animals*** of any kind shall be kept, harbored or brought in at any time, on/in or about the premises, except animals otherwise agreed upon in a separate written pet agreement executed by both parties, with required pet fees paid in advance. If Tenant desires to house a pet, it **1) must be approved by D & M Management, LLC, 2) must be physically brought into the D & M Management LLC office for inspection, where a photo will be taken of the actual pet.**

TENANT SHALL AGREE to pay a **\$500 ADDITIONAL** fee for any/each unauthorized pet. This fee is in addition to the pet deposit that will be collected according to the terms and conditions of this lease and addendums.

**DOGS – Some addresses DO NOT allow dogs – ask first.**

- Some dogs are allowed with a deposit (varies by unit type and owner rules) (**You MUST get an approval BEFORE you adopt any pet**)
- **PROHIBITED:** Pitt Bull, Rottweiler, American Terrior, Bull or Any Mastif, Doberman AND/OR any mix thereof.
- \$400.00 deposit per approved dog – 2 max (where approved)

**CATS – Some addresses DO NOT allow cats – ask first.**

- Allowed with a deposit (varies by unit type and owner rules)
- \$500.00 per approved cat – 2 max (where approved)

**FISH/AQUARIUM – Some addresses DO NOT allow any type of pet, including fish – ask first.**

- Only: “GOLD FISH” bowl (one (1) gallon only)
- **\$50 per fish**
- **NO** aquarium(s) allowed

**BIRDS – Some addresses DO NOT allow birds – ask first.**

- Some birds allowed with a deposit (varies by unit type and owner rules)
- \$275.00 per bird – 2 max (where approved)

**PROHIBITED – ALL addresses prohibit these.**

- Reptiles (any kind including but not limited to snakes, lizards, iguanas)
- Rodents (any kind including but not limited to hamsters, mice, ferrets)
- Exotic animals (wild or tame)

**\*All animals/pets are at the discretion of D & M Management, LLC**

I have read and understand the contents of this policy. \_\_\_\_\_

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Security Deposit Policy

Tenant will not consider this security deposit as a deposit towards the last months rent.

Tenant agrees to the following procedures regarding the tenants' obligations to be secured by the security deposit. In the event that the contractor shall be required to apply the amount of the security deposit to any obligations of the tenant, the tenant will immediately, upon demand, deposit additional funds with the contractor to bring the amount equal to the amount deposited prior thereto. Failure to do so shall, in contractors' option, be deemed to be cause for termination of lease. Interest will not be paid on tenants' deposit. Security deposits are refundable after the tenant vacates the premises, providing that the following obligations have been fulfilled:

Security deposit will not be returned if tenant decides not to move in!!!

1. That a thirty (30) day written notice is given by tenant to the contractor prior to vacating the premises. If a full thirty (30) notice is not given, tenant is still responsible for all rents and utility expenses to the end of that thirty (30) day period of time.
2. That all keys are turned into contractor in person: tenants' rent does not stop until contractor receives all keys and/or garage door openers.
3. Tenant shall NOT change any locks or deadbolts on any door of the premises.
4. Contractor has thirty (30) days to return security deposit to tenant after tenant legally vacates premises.
5. All utility bills for which tenant is responsible are brought current. If not, agent may deduct these expenses from tenants' security deposit.
6. That there is no damage to the premises other than what is generally referred to as normal wear and tear.
7. The unit must be left clean, including the following:
  - A. Only Removable picture hangers are allowed – DO NOT hang anything that requires putting a hole of any kind in/on any surface of the premises, no nail holes of any type.
  - B. All carpets must be vacuumed, then the carpets must be professionally steam cleaned with the carpet cleaner chosen by contractor. A receipt for said cleaning must be presented to contractor with key return.
  - C. Windows washed inside and out.
  - D. Ashes removed from all fireplaces and woodstoves.
  - E. Curtains/Blinds must be in working order with no signs of breakage. Provided window treatments must be free of dust, stains, and dirt. Tenant shall use window treatments provided and shall NOT hang additional window treatments of any type (NO EXCEPTIONS).
  - F. Porches, patios, garage floors and walkways swept and/or hosed off.
  - G. All pet droppings removed from grounds and premises, pet hair removed from interior.
  - H. Temporary kennels and fences removed, damaged lawns and shrubs due to pets, children and/or other heavy activity must be replaced.

- I. All pet odors removed at tenants' own expense, including if needed, any necessary deodorizing, any replacing of carpet, carpet pad and floor boards, vinyl flooring, etc, at tenants' own expense. Any flea/bug extermination at tenants' expense.
  - J. Walls left in good condition. DO NOT putty nail holes (especially with toothpaste)!!!! Finger print and picture outlines washed off. Major painting beyond normal wear and tear will be charged to tenant. Dirt off doors and casings and cupboards.
  - K. Appliances to be, carefully and without causing damage, moved and cleaned underneath. Stove pans, if stained, should be replaced. Vents above range to be free of dust and grease, inside and out. All appliances must be left clean both inside and out.
  - L. Operable light bulbs in every socket inside and out. Bugs are to be removed from all globes and light fixtures. Operable light bulbs are to be placed in all appliances. Flood bulbs where intended
8. That tubs, shower stalls, sinks, glass doors and fixtures must be cleaned and scum-free. Mirrors and medicine cabinets washed and toilet bowls and seats cleaned.
  9. That lawn is raked and mowed, flower beds are weeded and in good appearance. That snow is removed from designated areas assigned to each individual property and lease.
  10. That all drawers and cupboards be cleaned with no crumbs or remains left inside, ie, hair, food scraps, trash, etc.
  11. That smoke detectors are operable and with a working battery.
  12. No outstanding rent charges are due... That all late fees are current along with interest, postage and attorney fees for eviction and non-sufficient check charges.
  13. That all debris is removed from the apartment, home, garage and basement disposed of in proper containers and removed from premises.
  14. That there is no maintenance needed; screens needing to be replaced, windows broken, closet doors hanging and working correctly, plumbing and drains operable, doors installed, drawers on rollers, furnace filters replaced, knobs not needing replacing on drawers and doors, broken globes replaced, light bulbs replaced, banisters tightened, etc.
  15. Utilities such as gas and electricity must be left on.

**A FORWARDING ADDRESS AND PHONE NUMBER IS REQUIRED UPON MOVE-OUT!**

I have read and understand the contents of this policy. \_\_\_\_\_