

APPLICATION PROCESSING AND SCREENING POLICY

RENTAL APPLICATION

Each adult applicant (18 years) must complete a rental application

The rental application must be completed in full. (If something does not apply, put N/A) **Submit Original Rental Application(s).**

The fee for the **credit report is \$30.00 per applicant** payable in **Money Order or CASH and is NON-REFUNDABLE.**

If applicant does not read and understand English, it is the applicant's responsibility to provide their own translator for the rental application and/or rental agreement.

IDENTIFICATION

Each applicant must present **proof of identification** (current Drivers License, California I.D. or U.S. Passport), current social security card or print out from the Social Security Administration office.

Upon signing the rental agreement a photo will be taken of each Resident.

RENTAL HISTORY

Applicant must have at least 1 previous landlord within the last 3 years which must be verifiable
Each adult applicant (18 years or older) intending to occupy unit/property **MUST PRE-VIEW IN PERSON** the unit/property of interest prior to finalization and approval of application.

There is a **2 person per bedroom plus 1 as the maximum occupancy limit.**

INCOME REQUIREMENTS

Applicant must earn a monthly gross income of 2 ½ or more of the monthly rent.

Applicant must have verifiable income

Applicants must have been with current employer and current residence for a minimum of two years.

Applicant must present 2 consecutive, most recent and original pay stubs

CREDIT RECORD – *We reserve the right to increase the security deposit based on any of the following:*

Bankruptcies will be considered

Unsatisfied judgments will be considered

Unlawful Detainers that were filed more than 5 years ago will be considered

All charge-offs will be considered

All late payments will be considered

All collections will be considered

A self-employed applicant must present all of the following:

*Income tax return for most recent tax year; Business License; Bank records for the last 6 months.

EXCLUSIONARY POLICY

Some properties **do not** accept pets – **with the exception of service animals** (see listing),

All properties are non-smoking

Applicants signature

DATE

Applicants signature

DATE