

# ● RENTAL GUIDELINES

LEGAL NAME MUST MATCH ID	Names of all parties over 18:		
Home #		Work #	Cell #
		(1) (2)	(1) (2)
email:			
Property to rent:	<b>My Agent:</b>		
	Today's Date:	Est. Move in Date:	How did you find us?

Phone: 951-308-1917 eFAX: 888-657-4198

To get started, please read the following guidelines. (All applicants will be treated equally)

**Incomplete applications cannot be processed.**

- APPLICATION STANDARDS: All persons over 18 yrs old, including co-signers, must fully complete a separate application and sign/date.
- CO SIGNER/GUARANTOR: Co-signer or guarantors must be California residents. A complete application and documentation process will be the same as for the tenant applicant.
- PROCESSING TIME: Applications normally take 3-5 business days to process.
- TIME GAPS: Gaps in employment/ housing dates within the past 5 years must be explained.
- ID: Submit a copy of a government issued photo id (i.e. driver's license, state ID, military, or passport).
- INCOME QUALIFICATION: Total income per household must be at least 2.5 times the monthly rent.
- PROOF OF INCOME: If you are an employee, submit copies of your 2 most recent pay stubs that would show year to date income. If self employed, submit proof of income for the past 2 years. (tax return or 1099). In either case, please provide 2 months bank statements.
- SCREENING/CREDIT FEE: A \$40 non-refundable fee is required for every applicant, co signor or guarantor.
- ANIMALS/PETS: Contact office to find out if this property owner will consider.  
Review: [www.PetResumes.com](http://www.PetResumes.com) to get some tips on how to enhance your application.
- VEHICLES: Each property may have vehicle limitations; contact office for specifics.
- MAXIMUM OCCUPANCY: 2 persons/bedroom + 1. (i.e. 3 bedroom house would be 7 persons total)
- SMOKING: Smoking is not allowed in any of our rental homes.
- HOME OWNER ASSOCIATIONS: Some communities have special rules. Contact office if you have any questions about this property. ( ie Parking of RV or commercial vehicles).
- HOME BASED BUSINESS: If you have a "home based business" contact us before making application.
- PRIOR EVICTIONS are grounds for application denial.
- DISCHARGED BANKRUPTCY may be acceptable for rental application. Explain separately.
- ACCEPTANCE: The final decision of approval is made by the property owner. The rental agreement shall be signed within 48 hrs of notice of approval and a holding deposit in the amount of one full month's rent shall be paid and to be applied to the rent. If tenant does not take possession, the holding deposit will be used for the landlords lost rent and other related expenses. A onetime \$25 accounting set up fee will be charged to tenant.
- PRIOR TO POSSESSION: All funds due need to be paid in full (cashier's check or money order only).

I wish to continue on with a Rental Application. The process will not start until the screening fee is paid.

This page becomes an Addendum to the Lease Rental Application

(1) Signature: \_\_\_\_\_  
Date

(2) Signature: \_\_\_\_\_  
Date