



Residential Applicant Screening Policy

Application Processing Requirements:

1. **All applicants must present a valid government-issued photo identification.**
2. **All proposed occupants 18 years of age or older and emancipated minors must submit a completed rental application.**
3. **All applicants must provide proof of legal and verifiable income:**
 - a. Copies of most recent thirty (30) day coverage of pay records and/or documentation of any other source of legal and verifiable income including but not limited to alimony, child support, trust accounts, social security, disability, welfare, retirement or investment income, student grants, and/ or loans or any other legal verifiable income.
 - b. If you are Self Employed: Copies of most current Tax Return filed and twelve (12) months of business bank statements.
4. **Rental references:** No negative rental history; rental history will also be verified.
5. **Income:** Monthly gross income (before taxes) has to be minimum two and a half (2.5) times the amount of your portion of the rent.
6. **Credit History:**

Credit is determined by your credit history which and FICO score (Risk Predictor Score) are reported by Credit Bureau.

 - a. Applicants with civil judgments, tax liens, forcible detainers, garnishments, HOA assessment liens, water and sewer liens will be declined.
 - b. Applicants with landlord debt within the past seven (7) years will be declined.
 - c. Applicants with eviction filing or judgements with in the past seven (7) years will be declined.
 - d. Applicants with collections totaling more than \$1,500.00 (excluding medical and educational debt) within the past seven (7) years will be declined.
 - e. Applicants with negative utility accounts with in the past six (6) months will be declined.
 - f. Applicants with a FICO score of less than 650 will be declined.
7. **Renter Insurance is required**, Liability coverage minimum is One Hundred Thousand Dollars (\$100,000.00).

Reports are processed online through Rentspree.com which will include Application, Credit and Background check. Rentspree.com charges a fee of \$39.99 per person and you pay them directly. Management/Landlord/Agent will send you link. Processing Application may take three (3) business days.



If your application is approved all move in fees (Deposit and Rent) must be paid in the form of cashier's check or money order ONLY. NO CASH.

Holding Deposit is due within 72 hrs.' of approval date.

If you have any questions or concerns regarding application requirements, please feel free to contact:

GEN23 Real Estate
Hilda Del Castillo-Broker Lic.01836993
909-921-6997
Hilda@GEN23RealEstate.com

- Parking and pet policies vary at each property. Assistive animals for persons with disabilities are not considered to be pets, but advance written approval is required by management as relevant with fair housing laws which may require certification from third party of disability and need for an assistive animal.
- All Applicants must view the Property before applying.

Please sign the Residential Application Screening Policy if you have reviewed and understand Policy.

Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, background check, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous history and employment history.

Signature

Date

Print Name

Email

Mobile Phone

Property Applying for: _____

Monthly Rent: \$ _____ **Security Deposit** \$ _____

Desired move in date: _____

Owner/Agent/Property Management does not discriminate of any rights protected by United States of America Federal, California, or local law.