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## TENANT QUALIFICATION CRITERIA

### I. Introduction

Allied Management (“the Company”) manages real estate investments for its clients, the property owner. As such, one of the Company’s most important task is selecting qualified, responsible tenants for rental properties in accordance with all applicable federal and state laws and regulations.

In connection with processing a rental application, there is a non-refundable processing fee of up to \$45 for each person of the age of 18 years and older. This application fee is not a deposit, is not applied as rent credit, and will not be refunded even if an application to rent is declined.

The screening of each applicant will remain confidential and will not be disclosed to third parties except as required by law. This includes, but is not limited to all credit/background reports, rental and employment verification information, bank statements, tax and personal identification information.

The screening process that the Company undertakes is for the limited purpose of determining each applicant’s qualification to rent a property. Original documents provided to the Company by applicant(s) and copies of forms belonging to the Company which pertain to the application process may be provided to applicants upon request.

Please review the qualification criteria below before completing a rental application.

### II. Application Screening Process

***A Complete Application***—an application that is incomplete will only delay the screening process. Supplying all requested information and required documents is imperative to a timely rental decision.

***Rental History***—your rental history must be verifiable from unbiased sources. If you are related by blood or marriage to a previous landlord, the Company may require a qualified co-signer. You must provide at least five (5) years of rental history ending with your current residence.

***Owned Home***—if you own(ed) your previous /current residence, you will need to furnish proof of ownership.

***Information***—it is each applicant’s responsibility to provide all of the information necessary to allow the Company to contact previous landlords, employment information, banking information, etc. The Company reserves the right to deny an application if it is unable to verify all of the information required to process the application.

***Identification***—two forms of valid and current identification, including a government-issued ID such as a driver’s license, and either a Social Security card, military ID or passport.

***Income Requirement***—verifiable evidence of income which is at least 2.5 times the monthly rent. The aggregate gross income (before taxes) of the applicants will be considered. We also require at least last two



months of current pay statements, as well as your previous year's tax return or employer's wage reporting (W-2/W-4). Originals must be supplied of these items.

**Self-Employment**—each self-employed applicant must supply at least 3 months of most recent bank statements, two years of tax returns, and additional information as required by the Company.

**HUD/Section 8 Assistance**—it is the property owner's decision to participate in government-assisted housing. Please verify if housing assistance is accepted before applying for a specific property.

**Forms of Acceptable Payment**—The Company accepts cashier's checks and money orders only for the rental application process. This applies to all credit check fees, holding or security deposits and advance rent payments prior to taking possession of a property.

**Co-Signer**—if a co-signer is required, they must meet all of the qualification criteria and provide verifiable evidence of gross income equal to at least 4 times the monthly rent.

### III. Credit Score

The Company requires that each applicant have a credit score (i.e., FICO or comparable) of at least 600. The Company may approve an application for a tenant with a credit score of less than 600 in its sole discretion, with the approval of the property owner, and subject to conditions such as (but not limited to) a qualified co-signer or increased security deposit.

### IV. Denied Rental Application

A rental application may be denied if any applicant should do any of the following:

1. Misrepresent any information on the application. If in the last ten (10) years, any applicant has been convicted of the manufacture or distribution of a controlled substance.
2. If in the last ten (10) years any applicant has been convicted of a crime involving acts of violence towards persons or property, involving the use of a gun or otherwise, or a crime of theft.
3. If in the last ten (10) years any applicant has been the subject of an unlawful detainer or has any unpaid collections accounts from a former landlord on their credit report from.
4. If in the last two (2) years any applicant has declared bankruptcy or has an active, un-discharged bankruptcy.
5. Fail to have a credit score which does not meet the Company's minimum criteria.

An application may also be denied if you or any other applicant is reported by a previous landlord to have engaged in any of the following during the term of a rental tenancy:

- Repeated disturbance of a neighbor's peaceful enjoyment.
- Reports of gambling, prostitution, drug dealing, or drug manufacturing.
- Damage to rental property beyond normal wear and tear.
- Reports of violence or threats to the landlord, a neighbor, another occupant or a visitor.
- Allowing persons not on the lease agreement to live at the rental premises.
- Failing to comply with a lawful notice concerning the rental premises.

Your application may also be denied if a previous landlord indicates that either you or another applicant would not be eligible for another rental with that landlord for a reason other than a lack of vacancies or a change in age qualification for the property.



**Applicant's name and current address:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

**By signing below, I represent that all proposed applicants meet the Company's Tenant Qualification Criteria.**

**By signing below, I authorize The Company to obtain a consumer credit report (including, but not limited to Retail Credit, Tenancy and Employment History, Unlawful Detainer, Civil Judgment, Public Records, Criminal Records) and to verify all of the information contained in the rental application.**

**By signing below, I acknowledge that the fee of up to \$45 per applicant for the Company to process the rental application is not a deposit or rent credit and will not be applied against future rent or deposit and will not be refunded to me even if this application to rent is declined.**

**I have received a copy of this form, which is three (3) pages.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed)

**Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
3.	Next previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ( )			
	City, State, Zip			Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per		<input type="checkbox"/> Week	<input type="checkbox"/> Month	<input type="checkbox"/> Year	
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ( )			
	City, State, Zip			Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		(     )	
		(     )	
		(     )	
		(     )	
		(     )	
		(     )	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$45.00 \_\_\_\_\_, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$30.50 \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$14.50 \_\_\_\_\_
3. Total fee charged \$45.00 \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

Date \_\_\_\_\_

Applicant (signature required) \_\_\_\_\_



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**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

On \_\_\_\_\_, Owner/Agent received \$\_\_\_\_\_ from the undersigned, hereinafter called "Applicant,"  
(Date)  
who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

**Applicant represents that all the above statements are true and correct and authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.**

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports	\$ _____ 30.50
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)	\$ _____ 14.50
3. Total fee charged (cannot exceed the amount fixed by law)	\$ _____ 45.00

\_\_\_\_\_  
Date Applicant  
\_\_\_\_\_  
Date Owner/Agent

**For Owner/Agent Use Only**

Screening fees paid by:  Cash  
 Personal Check  Cashier's Check  
 Money Order  
 Credit Card # (Last 4 digits only) \_\_\_\_\_  
 MC/VISA/AMEX Expiration Date: \_\_\_\_\_



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