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## TENANT QUALIFICATION CRITERIA

### I. Introduction

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

All proposed occupants over the age of 18 are required to submit a complete application. Emancipated minors are also required to submit a complete application. A non-refundable processing fee of up to \$45 is charged for each applicant. 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. However, if the Company does not run your screening reports for any reason, your cashier’s check(s) and/or money order(s) will be returned to you.

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 submitting a rental application.

### II. Application Screening Process

***A Complete Application:*** All requested documentation from each applicant must be received by the Company along with the required application fee(s). The Company will not process incomplete applications.

***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. Any negative items on your rental history may result in denial of your application.

***Owned Home:*** If you own(ed) your previous/current residence, you will be required 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, obtain employment 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:** All applicants must provide two forms of valid and current identification, including a government-issued photo identification card, such as a driver's license, and either a Social Security card, military ID or passport as well as bank statements for the two most recent consecutive closed months.

**Income Requirement:** Verifiable evidence of legal income which is at least 3 times the monthly rent is required. The aggregate gross income (before taxes) of the applicants will be considered. Applicants must also submit consecutive pay stubs for the three most recent consecutive months, as well as your previous year's tax return or employer's wage reporting (W-2). Originals must be supplied of these items – photo copies will not be accepted.

**Self-Employment:** Each self-employed applicant must supply at least 6 months of most recent bank statements, two years of tax returns, and all additional information as requested by the Company.

**Forms of Acceptable Payment:** The Company only accepts cashier's checks and money orders for the application process fees. This applies to all application fees, holding or security deposits and advance rent payments prior to the applicant(s) 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 5 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 650. The Company may approve an applicant with a credit score of less than 650 with the approval of the property owner, and subject to conditions such as (but not limited to) a qualified co-signer and/or increased security deposit.

### IV. Denied Rental Application

A rental application may be denied if any of the following applies to any applicant:

1. Misrepresentation of any information on the application.
2. If in the last ten (10) years, any applicant has been convicted of the manufacture or distribution of a controlled substance.
3. If any applicant's criminal report reflects that they have been convicted within the last ten (10) years of either 1) any crime involving acts of violence towards persons or property, involving the use of a gun or otherwise or 2) any felony of theft, vandalism or sexual offense.
4. If any applicant has ever been the subject of an unlawful detainer (eviction) or has any unpaid collections accounts from a former landlord reflected on their credit report in excess of \$200.00.
5. If in the last two (2) years any applicant has a dismissed or discharged bankruptcy or has an active, un-discharged bankruptcy.
6. 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.



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

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

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

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

**By signing below, I acknowledge that I have read the above criteria in its entirety and 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 denied.**

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

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

\_\_\_\_\_  
Date



Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

## APPLICATION TO RENT

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3.	Next previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Are you a service member? <input type="checkbox"/> Yes <input type="checkbox"/> No							
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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 Guarantor

Name of Applicant: \_\_\_\_\_

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? \_\_\_\_\_



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 Guarantor

Name of Applicant: \_\_\_\_\_

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Trans Union  
Name of Agency  
P.O. Box 1000, Chester, PA, 19022 (800) 888-4213  
Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:  
 I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

**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 Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.**

Landlord 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      | \$ <u>30.50</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>14.50</u> |
| 3. Total fee charged  | \$ <u>45.00</u> |

The undersigned Applicant 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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Name of Applicant: \_\_\_\_\_

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

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

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

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      | \$ <u>30.50</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>14.50</u> |
| 3. Total fee charged (cannot exceed the amount fixed by law)  | \$ <u>45.00</u> |

**For Landlord 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: \_\_\_\_\_

Landlord \_\_\_\_\_  by \_\_\_\_\_, Allied Management, Agent for Landlord  
*Individual Signing for Landlord* Management Co. (If Applicable) Inc.

\_\_\_\_\_  
Date

### 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.

