

QUALIFYING GUIDELINES FOR RENTAL APPLICATIONS

INFORMATION/QUALIFICATIONS

- Verifiable driver's license or passport or comparable government-issued form of identification.
- Applicant(s) must have GOOD CREDIT (650+) and NO EVICTIONS.
- Applicant(s) should collectively make two & a half (2.5) times the monthly rent.
- Applicant(s) should have a verifiable prior housing history, with no prior evictions.
- Applicant(s) must be compliant with Bur-Cal criminal background policy.
- There is a credit check fee of \$35.00 (CASH OR VENMO) per adult applicant.
 1. This fee is non-refundable.

RENTAL APPLICATION

- A fully completed rental application is required for ALL prospective tenants 18 years or older.
- Be sure to list the present landlord's name and phone number.
- Homeowners, please list the Mortgage Company and account number.
- All applications require verification of income, a credit check and a criminal background check.

EMPLOYMENT/VERIFIABLE INCOME

- We need the following:
 1. Verified employment history.
 2. Last three (3) consecutive pay stubs or current year-to-date stub.
 3. Other evidence of income.
- We need the following if self-employed or business owner:
 1. Current income tax return.
 2. Profit and loss statement from business if an owner.
 3. Bank statements/checking and savings (last 3 months).
- If you are not employed, we will need to see written verification of income which includes Government funds, Pensions, Subsidies, Trust Funds, or other sources of income.

Approved Application Process

- After approval, a reservation deposit is required to hold the apartment. This will become the Security Deposit at the time of move-in (NO credit cards accepted).
- Payment for Security Deposit must be in the form of cashier's check or money order. The standard period to hold an apartment until move-in is two (2) weeks. Holding/Security Deposit equals one month's rent (some exceptions may apply). If the tenant does not move into the apartment, the Security/Holding Deposit will not be refunded.
- After an application is approved, you will need to decide with the Leasing Agent when to sign the Lease Agreement. Each applicant must sign the Lease or Rental Agreement prior to move-in.
- All tenants must provide proof of Renter's Insurance prior to move-in.
- The first month's rent must be paid by cashier's check or money order.

*****ALL APPLICANTS MUST SUBMIT ALL REQUIRED INFORMATION AT THE SAME TIME. IF INFORMATION IS NOT PROVIDED THE APPLICATION WILL NOT BE PROCESSED.*****

