

# Qualification Criteria for Renting

## **Applicant Requirements:**

All applicants (18 years or older) applying must have:

- A favorable credit history with a minimum credit score of 650 unless covered by SB 267
- Verifiable household income source that is at least 3 times the monthly rent
- Copy of a photo ID
- No prior evictions or collection records for non-payment of rent
- Renter's Insurance
- Favorable references from current and previous landlords
- A fully completed and signed rental application for each applicant 18 years or older
- Applicant does not have any criminal or civil misconduct convictions for crimes considered harmful to people or property.

## **Required Documents – *Please bring the following with your completed application to rent.***

1. **Photo ID:** All applicants must provide photo identification and Social Security card. Acceptable photo identifications include, but not limited to: state issued identification card or driver's license; passport, any other government issued photo identification. *(Note: Military ID cards may not be copied)*

### **2. Proof of Income –**

- Two pay stubs with year-to date, proof of child and/or spousal support payments; proof of social security income, disability or other government income, proof of retirement or trust fund account, etc.
- Three months both savings and checking account bank statements

3. **Combined gross monthly income of all lease holders must be at least 3 times the monthly rent.** *Self-employed applicants must bring copies of the past three year's tax returns.*

4. **Application Fee** – An application fee (*cash, money order or cashier's check*) in the amount of \$30 for the purpose of obtaining tenant screening reports is required for EACH application.

5. **Proof of Renter's Insurance** Prior to move-in, you must provide the Declaration Page showing:

- Liability Coverage Amount: [X] \$100,000 [ ] \$250,000 [ ] \$500,000
- [ X] Liability Coverage including EV Car Charger: 10X Annual Rent
- Policy equal to or greater than the term of the lease
- The property and address added as additional insured (to notify landlord, in case policy is terminated)

**If you have any questions, please call us at 818-769-0000.**

WE FOLLOW ALL FEDERAL & STATE HOUSING LAWS AND DO NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR HANDICAP.

# APPLICATION TO RENT OR LEASE

**APPLICANT** Each Applicant over the age of 18 must complete their own application form

**PLEASE PRINT**

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License Number & State
Other Names Used in the Last 10 Years	Home Phone	Cell Phone	Email Address

**ADDITIONAL OCCUPANTS** List everyone who will live with you:

First, Middle, Last Name	Date of Birth	Relationship to Applicant

## EMPLOYMENT

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From: To:	From: To:
Income Per Month	\$	\$

## RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone number			
Reason for Leaving			
Last Rent Paid	\$	\$	\$

## VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					



**PERSONAL REFERENCES**

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

**CREDIT INFORMATION** *Please list all your financial obligations*

Name of Bank or Savings & Loan		Branch or Address	Account No.		Balance
			Checking		\$
			Savings		\$
Credit Accounts	Account No.	Address/City	Phone	Balance	Due Monthly

**GENERAL INFORMATION** *(Check answer that applies)*

- Do you smoke or vape? ☐ YES ☐ NO
- Do you have any pets/animals? ☐ YES ☐ NO
- Do you have any musical instruments? ☐ YES ☐ NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the unit? ☐ YES ☐ NO
- Have you or any proposed occupant ever been asked to move out of a residence? ☐ YES ☐ NO
- Have you or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? ☐ YES ☐ NO
- Have you or any proposed occupant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ YES ☐ NO

Please explain any "yes" answers to the above questions: (After completing a credit review, Owner may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

\_\_\_\_\_

The applicant hereby applies to rent/lease Unit # \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and upon owner's approval agrees to enter  
 into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$ \_\_\_\_\_ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.



Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month-to-Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Source of Income

**CC GOV Sec 12955(p)(1):** For the purposes of this section, “source of income” means lawful, verifiable income paid directly to a tenant, or to a representative of a tenant, or paid to a housing owner or landlord on behalf of a tenant, including federal, state, or local public assistance, and federal, state, or local housing subsidies, including, but not limited to, federal housing assistance vouchers issued under Section 8 of the United States Housing Act of 1937 (42 U.S.C. Sec. 1437f). “Source of income” includes a federal Department of Housing and Urban Development Veterans Affairs Supportive Housing voucher. For the purposes of this section, a housing owner or landlord is not considered a representative of a tenant unless the source of income is a federal Department of Housing and Urban Development Veterans Affairs Supportive Housing voucher. (2) For the purposes of this section, it shall not constitute discrimination based on source of income to make a written or oral inquiry concerning the level or source of income.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required)

