

Access Property Management

1165 Scenic Drive, Ste. C-3 • Modesto, CA 95350

Voice: 209-579-2373 FAX: 209-579-2351 rent@accesspmca.com www.accesspmca.com

APPLICANT SCREENING CRITERIA V052017.2



Thank you for your interest in Access Property Management (hereinafter referenced as “APM”) rental properties. **Access Property Management recommends you review ALL the following Applicant Screening Criteria information before you submit your application.** A “complete application” for rent shall include a complete Rental Application Form and submission of Identification and Acceptable Verified Income items. APM performs a complete and thorough screening process which includes:

1. Income verification;
2. Rental history and/or home ownership verification;
3. Credit check through a national credit agency;
4. Eviction check through a regional and national agency; and
5. Criminal background check through a statewide and national agency.

A **\$35.00 NONREFUNDABLE** Application processing fee is required for each adult 18- yrs or older that will reside at the property regardless if Applicant will or will not financially contribute towards rent. Application fee may be paid either in cash, cashier’s check or money order. All applications must be submitted to Access Property Management at 1165 Scenic Drive, Modesto, CA 95350 either in person or by mail – Fax or PDF applications will not be accepted. Additionally, each adult 18-yrs or older will be required to sign the lease agreement. If married couple, **BOTH** spouses must complete **SEPARATE** applications. APM reserves the right to process all received applications for any one rental unit.

Please completely fill-in ALL Rental Application Form questions. If a question does not apply to you, please write “none” or “n/a”, as applicable. Missing information on the Rental Application Form is considered by APM as an “incomplete application” and may delay or prevent application processing, and thus prevent possible approval. Information which cannot be verified may result in denial of your application. References are considered unverifiable if your references have not returned APM phone calls or faxes within three working days.

The following Identification and Acceptable Verified Income items must be included with your completed Rental Application Form. If the items are not included with your Rental Application Form, then your application for rent will be incomplete.

1. Identification - Each adult to show us two pieces of identification –
 - a. Social Security card AND,
 - b. Government issued photo identification card, such as driver’s license or other (expired ID’s will not be accepted).
2. Acceptable Verified Income – The following are forms of verified income, one or more of the following may be necessary:
 - a. Employees – 2-months original pay stubs (copies are not accepted).
 - b. Self-Employed - IRS 1040 (the first two pages of the last two years tax returns) and Schedule C (profit and loss statement of the last two years tax returns).
 - c. Direct Deposits - Bank statements for the last 2 months, which must list the source of deposit.
 - d. Child Support - File stamped court order and proof of history of payment for a minimum of the last twelve months.
 - e. Social Security Benefits - Award letter(s) indicating the income amount with proof of direct deposit or payment.
 - f. Cash Aid, Food Stamps, CalWorks, OR Welfare Benefits award letters including proof of receipt.
 - g. Court documented income.
 - h. Disability awards and/or payments.
 - i. Applicants with a Section 8 voucher must qualify for the remaining rent after Section 8 contribution.

OCCUPANCY LIMIT: Access Property Management follows California recommended housing occupancy limits of TWO people (minor or adult) per bedroom PLUS ONE additional person (minor or adult). For a 2-bedroom rental unit = 5 people total. Use backside of application form for entry of more occupants. All Applicants applying for the same rental unit with the intent to occupy the rental unit as a group of tenants will be considered a "Household."

APPLICANT SCREENING CRITERIA REQUIREMENTS

FICO SCORE	Transunion 570 FICO or greater.
GROSS HOUSEHOLD INCOME	2.5 times monthly rental price for units less than \$1000/month rent. 3.0 times monthly rental price for units of \$1000/month rent or more.
CREDIT	Rental price for units of \$1000/month or more: At least 2-lines of current credit established for at least 6 months (*established lines of credit) and rating must be "1" or "2" on all current credit lines. Rental price for units of less than \$1000/month: At least 1-line of current credit (*established lines of credit) and rating must be "1" or "2" on all current credit line(s).
COLLECTIONS	No unpaid collections on any utilities, service contracts (such as cell phone providers, cable, DISH, entertainment services, etc.), current or previous landlord or property management firms.
BANKRUPTCY	No bankruptcy within 3-years of date of application for rent.
JUDGEMENTS	No unpaid judgments or liens.
RENTAL HISTORY OR HOME OWNERSHIP	*Six months most recent verifiable rental history (excluding renting from family and friends). Rental history must be in good standing for timely payments and no lease violations. Home ownership of most recent six months.
CRIMINAL BACKGROUND	No conviction of manufacture and/or distribution of illegal controlled substances; no conviction of violent crimes.
EVICTION	No Eviction.
MEDICAL	Collections for medical accounts will not be considered negative.

**Established lines of credit and rental history requirements may be waived in a Household only in the unique circumstance when the Applicant is a dependant of another Applicant of the Household and such dependence is claimed and verified on most recent year IRS 1040 tax return. In such case, then copy of IRS 1040 tax return is a required Screening Criteria document.*

Upon complete processing of your application, you will be notified by an APM staff personnel either by telephone, text or email of your approval. An approved application does not guarantee you any rental unit. An approved application has only determined your eligibility to rent the unit, or similarly priced rental unit, of which you have applied. An approved application will be considered approved for a period of 30-days from date of application submission.

If your application is approved and your lease signing is not within 24-hrs of your approval date, you may place a **\$400.00 Holding Deposit** to "hold" your designated hold rental unit for a duration of 10-days. The effective "hold" of your desired rental unit does not go into effect until APM receives your \$400.00 Holding Deposit. The Holding Deposit must be in the form of a cashier's check or money order and you must also sign a Holding Deposit Acknowledgment. Upon signing of your lease agreement for your designated hold rental unit, and only within the 10-days hold time period, your submitted \$400 Holding Deposit will be credited towards the required move-in costs for your designated hold rental unit. **Holding Deposit is non-refundable. Should at any time you decide to execute a lease on the designated hold rental unit OR the Holding Deposit expires, you forfeit the Holding Deposit.**

An application for rent will be denied if the Applicant does not meet the requirements as described in this Applicant Screening Criteria. For multiple Applicants (occupants) in applying as a Household for the same rental unit, all Applicants must meet the Applicant Screening Criteria with only exception that income qualification for Household shall be considered the cumulative income of all Applicants of Household. Additionally, denial of one Applicant of a Household shall deny application for rent for ALL APPLICANTS of the Household. In the event an Applicant is denied, the Applicant will be sent an Adverse Action letter as per reason for the denied application within 14-days of application submission date. A denied Applicant may resubmit an application for rent with APM after 30-days of date of Adverse Action notification letter.

A denied Applicant may within 10-days of date of Adverse Action notification letter request to APM submission of a co-signer (guarantor) only if the Adverse Action notification letter indicated Applicant denial was based upon no established lines of credit or less than 6-month most recent rental history/home ownership requirements. The co-signer must submit a complete application to APM, meet the Applicant Screening Criteria requirements with the addition of a FICO score of 620 or greater, and meet a minimum gross income financial requirement of 4.5 times the rental unit monthly rent. If the co-signer is approved, then the Applicant must submit double the advertised security deposit for the property/unit desired by Applicant.

Pets are allowed on those rental units that have been designated as accepting of a pet but in accordance to pet allowance - maximum of 2-pets allowed. An additional pet deposit, per landlord guidelines, is required for each pet. Please note we do not accept animals that have been deemed an aggressive breed, such as but not limited to Pitbulls, Pitbull mix, and any Wolf/Wolf Mix. Additionally, we do not accept exotic animals as a pet in any of APM rental housing units.

All move-in funds (security deposit and first-month rent) must be made by money order or cashier's check - no personal checks will be accepted for security deposit and first-month rent.

Due to potential of human error, APM requests ALL APPLICANTS to thoroughly personally and physically inspect the rental unit of choice prior to signing a lease on the rental unit of your choice to ensure amenities, number of bedrooms, square footage, bathrooms and other features listed for said rental unit are indeed accurate and to the satisfaction of Applicant.

The Applicant declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing managed by Access Property Management. By signing these guidelines you authorize APM to obtain regarding you a screening report and to verify all information related to the application process. Additionally, you further understand and agree that APM will rely upon this Rental Application as an inducement by you for entering into a rental or lease agreement and you warrant the facts contained in this application are true and correct. If you enter into a rental or lease agreement with APM rental unit under false pretense due to application facts that are untrue, the rental or lease agreement will immediately be declared VOID as an operation of law. APM reserves right to immediately terminate your tenancy and collect from you all damages incurred including attorneys fees resulting there from. Your signature is your agreement to the above.

Equal Opportunity Housing - Access Property Management welcomes all Applicants and we support fair housing. We provide equal housing opportunity and we do not discriminate on the basis of race, color, religion, sex, handicap, disability, national origin, familial status, ancestry, age, marital status, sexual orientation or other factors that are unrelated to legitimate business concerns. APM is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Application process fee costs are as follows: Agency Screening Report - \$18.35; Staff Time - \$16.65.

Applicant Name (print): _____ Date: _____

Signature: _____

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RENTAL APPLICATION FORM

Please Clearly Print ALL Information. ONE Application for EACH APPLICANT 18-years or older.

Property Address: _____ Move-In Date: _____

Applicant Full Name: _____

Social Security: _____ Driver's License: _____ Date of Birth: _____

Cell Phone: _____ Home Phone _____ Work Phone _____

Email Address: _____

How Did You Find This Rental: Our Website; Modesto Bee; Craigslist; Sign; Referral

Need to provide at least 5-years of history

Current Address _____

Landlord _____ Phone _____

Move-In Date: _____ Reason for Moving _____

Monthly Rent: \$ _____ Have you given current Landlord notice to vacate: _____

Previous Address _____

Landlord/Contact Person _____ Phone _____

Move-In Date: _____ Move-Out Date: _____ 30-Day Notice Given: YES NO

Monthly Rent: \$ _____ Reason for Moving _____

Previous Address _____

Landlord/Contact Person _____ Phone _____

Move-In Date: _____ Move-Out Date: _____ 30-Day Notice Given: YES NO

Monthly Rent: \$ _____ Reason for Moving _____

Current Employer _____ Occupation/Title _____

Employer Address _____

Years with Employer _____ Gross Monthly Income _____

Manager/Supervisor _____ Phone _____

Additional Income Source _____ Amount/Month _____

Additional Income Source _____ Amount/Month _____

Additional Income Source _____ Amount/Month _____

Previous Employer _____ Occupation/Title _____

Employer Address _____

Years with Employer _____ Gross Monthly Income _____

Manager/Supervisor _____ Phone _____

Personal Reference _____ Phone _____
 Address _____
 Emergency Contact Person _____ Phone _____
 Address _____

Names of other Occupants.

Last _____ First _____ Relationship _____
 Last _____ First _____ Relationship _____
 Last _____ First _____ Relationship _____
 Last _____ First _____ Relationship _____

Do you smoke? YES NO

Vehicle Make _____ Model _____ Year _____ License _____
 Vehicle Make _____ Model _____ Year _____ License _____

A pet may be accepted onto property according to unit's pet allowance and/or variance. Required of all pet(s) is copy of license, verification of updated/current vaccinations and photograph of pet.

Will any pets occupy residence? YES NO If YES, how many pets? _____ (max. 2-pets)

Type: _____; Breed: _____; Age: _____; Weight: _____
 Licensed #: _____; City of Issue: _____; Last Date of Shots? _____
 Type: _____; Breed: _____; Age: _____; Weight: _____
 Licensed #: _____; City of Issue: _____; Last Date of Shots? _____
 Veterinarian: _____ Phone: _____

Include a \$35.00 Application Processing Fee Payable to: ACCESS PROPERTY MANAGEMENT

I hereby certify that I am at least 18 years of age. The undersigned declares that the information on this rental application is true and correct, and understands that false statements and information may result in the rejection of this and any future applications for housing which we manage. The undersigned does further understand that all persons or firms named above may freely give any requested information concerning me and I hereby waive all right or action for any consequence resulting from such information. My signature below authorizes investigation of all statements contained herein by Access Property Management including, but not limited to, a credit check. I do further understand and agree that Access Property Management will rely upon this Application to Rent as an inducement for entering into a rental or lease agreement and I warrant that the facts contained in this Application are true. If you enter into a rental or lease agreement with Access Property Management rental unit under false pretense due to application facts that are untrue, the rental or lease agreement will immediately be declared VOID as an operation of law. Access Property Management reserves right to immediately terminate your tenancy and collect from you all damages incurred including attorneys fees resulting therefrom. Pursuant to California Law, you are also herein notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental/credit obligations or if you default in those obligations in any way. This is the only notice that you will receive in this regard. I do further agree to pay the \$35.00 per adult **NON-REFUNDABLE** screening/search fee. We welcome all applicants and comply with Equal Housing regulations – it is illegal and against our policy to discriminate against any person because of race, color, religion, sex, national origin, or familial or disability status.

Applicant Signature _____ Date _____

VERIFICATION OF RENT – ****Required Signature Only In Gray BOX**

Required to be completed by Applicant

Name of Applicant: _____

Current Address: _____, City: _____

Landlord or Management Firm: _____

Telephone: _____ FAX: _____

*****My signature authorizes Access Property Management to obtain a Verification of Rent with the above stated Landlord or Management Firm.***

Applicant Signature: _____ Date: _____

--For Landlord/Management Firm Use In This Area--

The above referenced Applicant has applied to rent one of our rental units and it is necessary we verify the Applicant's rental history. At your earliest convenience, please complete the requested information stated below and fax to our office at **209-579-2351**. Your cooperation is much appreciated!

- | | |
|---|-----------------|
| 1. Has the Applicant rented OR currently rent at the above state address? | YES / NO |
| 2. Has the Applicant rented the property for a lease period of at least 6-months? | YES / NO |
| 3. As Landlord, are you a family member? | YES / NO |
| 4. Has the Applicant been on a written lease/rental agreement? | YES / NO |
| a. If so, can lease/rental agreement be delivered to APM if necessary? | YES / NO |
| 5. Is the Applicant's monthly rent _____? | YES / NO |
| 6. Has the Applicant consistently paid their rent on time? | YES / NO |
| 7. Has the Applicant caused unit damages requiring tenant charge back of repairs costs? | YES / NO |
| 8. Has the Applicant received any lease violations? | YES / NO |
| 9. Has the Applicant ever been served a 3-Day Notice or 30-Day Notice? | YES / NO |
| 10. Has the Applicant advised your company they intend to vacate their rental unit? | YES / NO |

Name of person verifying rental history: _____ Title: _____

Additional Comments: _____

Thank you for your cooperation in this important matter! Please return this form by FAX to **209-579-2351**.

Sincerely,

Signature of Person Verifying Rental History

VERIFICATION OF EMPLOYMENT– ****Required Signature Only In Gray BOX**

Required to be completed by Applicant

Name of Employee (Applicant): _____ Last four of SSN: _____

Employer: _____ Contact Person: _____

Telephone: _____ FAX: _____

*****My signature authorizes Access Property Management to obtain a Verification of Employment from the above stated employer.***

Applicant Signature: _____ Date: _____

--For Employer Use In This Area--

The above referenced Employee (Applicant) has/have applied to rent one of our rental units and it is necessary we verify the Applicant's employment. At your earliest convenience, please complete the requested information stated below and fax to our office at **209-579-2351**. Your cooperation is much appreciated!

1. Is the above Employee currently employed by the stated employer? **YES / NO**
2. The above Employee stated their current gross monthly income is: _____?
Is this correct? **YES / NO** If incorrect, please state gross monthly income: \$ _____
3. Please state Employee's date of hire: ____/____/____

Name of person verifying employment: _____ Title: _____

Additional Comments: _____

Thank you for your cooperation in this important matter! Please return by this form FAX to **209-579-2351**.

Sincerely,

Signature of Person Verifying Employment