

# Access Property Management

1165 Scenic Drive, Ste. C-3 • Modesto, CA 95350  
Voice: 209-579-2373 FAX: 209-579-2351

## APPLICANT SCREENING CRITERIA

It is important that we obtain the best possible tenants for our units. We want tenants who pay rent timely and maintain the units clean and sanitary. We want to make sure people do not use our rentals for any illegal activity. To ensure this process, we complete a thorough screening process which includes:

1. **Credit** check through a national credit agency;
2. **Eviction** check through a regional and national agency;
3. **Criminal background** check through a statewide and national agency.

We provide equal housing opportunity. We do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status, ancestry, age, marital status, sexual orientation or other factors that are unrelated to legitimate business concerns. Occupancy limit is TWO people (minor or adult) per bedroom PLUS ONE additional person (minor or adult).

Please review our screening requirements and if you qualify, please apply.

### **We Require of EACH Applicant over the age of 18-years of age:**

1. A face-to-face application interview with all applicants over 18-years of age.
2. Each adult to show us two pieces of identification, one with photo. Social Security card and California Drivers license is sufficient.
3. A complete rental application from **EACH ADULT** applying. If married couple, **BOTH** spouses must complete **SEPARATE** applications. The application fee is **\$35.00 per adult**. This fee is for the screening processes listed above and is **NON REFUNDABLE.**
4. We contact all previous landlords. We require a co-signer for an applicant who does not have a rental history or has only rented from relatives.
5. To be approved tenants must have the following:
  - a. ***Approximately two and a half times the rent in certified income; Please provide VERIFICATION of income – 2 months of pay stubs from your employer.***
  - b. ***No evictions or landlord court actions;***
  - c. ***No criminal background;***
  - d. ***Good landlord references;***
  - e. ***Good Credit – Can have some missed payment but credit must generally be good;***
  - f. ***No bankruptcies in the last 2-years.***
6. When approved, security deposit for property must be received within **72-hours** to hold property for applicant.

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## RENTAL APPLICATION

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

Property Address: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

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

Social Security: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

How Did You Find Out About This Rental:  Modesto Bee;  CraigsList;  Sign;  Our Website

*Need to provide at least 3-years of history*

Current Address \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

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

Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_

Landlord/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ 30-Day Notice Given: YES / NO

Reason for Moving \_\_\_\_\_

Current Employer \_\_\_\_\_ Occupation/Title \_\_\_\_\_

Employer Address \_\_\_\_\_

Years with Employer \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Manager/Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

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 \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Checking Acct. Number \_\_\_\_\_ Savings Acct. Number \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Checking Acct. Number \_\_\_\_\_ Savings Acct. Number \_\_\_\_\_

Credit Reference \_\_\_\_\_ Acct. Number \_\_\_\_\_

Amount owing \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Credit Reference \_\_\_\_\_ Acct. Number \_\_\_\_\_

Amount Owing \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Credit Reference \_\_\_\_\_ Acct. Number \_\_\_\_\_

Amount Owing \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Credit Reference \_\_\_\_\_ Acct. Number \_\_\_\_\_

Amount Owing \_\_\_\_\_ Monthly Payment \_\_\_\_\_

**Names of other Occupants. OCCUPANCY LIMIT: Two people (minor or adult) per bedroom PLUS One additional person (minor or adult). 2-bedrooms unit = 5 people total. Use backside for more occupants.**

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

Do you smoke? YES / NO

Will any pets occupy residence? YES / NO

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

**Include a \$35.00 Application Credit Check Fee Payable to: Access Property Management**

I hereby certify that I am at least 18 years of age. I certify that all the information given above is true and correct. I hereby authorize Owner/Manager of the property listed above to verify any and/or all of the listed references should the Owner/Manager deem necessary. I also authorize Owner/Manager to obtain a credit information statement relating to me.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_