

# Access Property Management

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

Voice: 209-579-2373 FAX: 209-579-2351

## APPLICANT SCREENING CRITERIA



Thank you for your interest in Access Property Management rental properties. **Access Property Management recommends you review ALL the following information before you submit your application.** All fees, deposits and move-in funds must be made by money order or cashier's check - no personal checks will be accepted. Please review our screening requirements and if you believe qualify, please apply. If you have any questions, please contact Access Property Management at 209-579-2373.

Access Property Management performs a complete and 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; and
4. **Sex Offender** check through a statewide and national agency
5. **A face-to-face application** interview with all applicants over 18-years of age.

A **\$35.00 NONREFUNDABLE** Application processing fee is required for each adult 18-yr or older that will reside at the property regardless if applicant will or will not financially contribute towards rent. 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-yr or older will be required to sign the lease agreement. If married couple, **BOTH** spouses must complete **SEPARATE** applications. Application for any available rental unit is not a "first come-first serve" basis. Access Property Management reserves the right to process all received applications for any one rental unit. An approved application with Access Property Management is deemed approved for a duration of 30-days from date approval has been determined by Access Property Management.

Please completely fill-in ALL application questions. Incomplete applications will not be accepted - all sections of the application must be filled in. If a question does not apply to you, please write "none" or "n/a", as applicable. Missing or incomplete information may delay or prevent verification and thus prevent approval. Information which cannot be verified may result in denial of your application. References are considered unverifiable if your references have not returned Access Property Management phone calls or faxes within three working days. APM follows HUD recommended housing occupancy limits of TWO people (minor or adult) per bedroom PLUS ONE additional person (minor or adult). Application process fee costs are as follows: Screening Report - \$31.95; Staff Time - \$3.05.

### **Include the following items with your completed application:**

1. Identification - Each adult to show us two pieces of identification –
  - a. Social Security card and
  - b. California Drivers license (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. Applicants with a Section 8 voucher must qualify for the remaining rent after Section 8 contribution.

**GENERAL RENTAL REQUIREMENTS**

| <b>MONTHLY RENT</b>             | <b>\$845/month or less</b>   | <b>\$846/month or greater</b>   |
|---------------------------------|--|---|
| <b>CREDIT</b>                   | At least 1 line of credit per applicant established for at least 6 months. Rating must be R-2 or better and generally 60% positive                       | At least 2 lines of credit per applicant established for at least 12 months. Rating must be R-1 or R-0 and generally 75% positive                             |
| <b>INCOME</b>                   | <b>2 ½ times</b> one month rent  | <b>3 times</b> one month rent   |
| <b>RENTAL OR HOME OWNERSHIP</b> | A combined six months of <b>favorable and verifiable</b> rental references or home ownership must be provided, excluding renting from family and friends | A combined eighteen months of <b>favorable and verifiable</b> rental references or Home ownership must be provided, excluding renting from family and friends |
| <b>CRIMINAL BACKGROUND</b>      | None   | None  |
| <b>EVICTON</b>                  | None   | None  |
| <b>SEX OFFENDER</b>             | None   | None  |

An approved application does not guarantee you any unit. An approved application has only determined your eligibility to rent the unit of which you have applied. If your application is approved and your move-in date is not within 3-days of your approval date, you may place a **\$400 Holding Deposit** to “hold” your designated hold property for a duration of 10-days. 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 rental or lease agreement for your designated hold property 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 property. **Holding Deposit is non-refundable. Should at any time you decide to not rent or lease the designated hold property OR the Holding Deposit expires, you forfeit the Holding Deposit fee.**

All applications are reviewed as a whole. Bankruptcy, foreclosure, short sale, deed in lieu of foreclosure, liens, collections, and other derogatory credit findings are reviewed on a case-by-case basis. If you do not believe you will meet the above requirements, please see Agent for possible alternatives. Pets are allowed only on those properties that have been designated as accepting of a pet. Please see agent for pet policy - a \$400 additional pet deposit is required. Please note we do not accept animals that have been deemed an aggressive breed. Additionally, we do not accept exotic animals as a pet in any of Access Property Management rental housing units. In the event a move in special is offered please ask agent for details and restrictions. All rentals are a one year lease unless otherwise noted. Additionally, due to potential of human error, we ask that you inspect the unit of your choice carefully to ensure square footage, amenities, number of bedrooms, bathrooms and other features listed for said property are indeed accurate.

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 Access Property Management to obtain regarding you a screening report and to verify all information related to the application process. Additionally, you further understand and agree that Access Property Management 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 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. Your undersigned 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, national origin, familial status, ancestry, age, marital status, sexual orientation or other factors that are unrelated to legitimate business concerns. Access Property Management is an exclusive agent of the Property Owner and represents the Property Owner’s interest in any and all rental transactions.

Applicant Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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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 \_\_\_\_\_

**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 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 \_\_\_\_\_