



APPLICATION PACKET

APPLICATION CHECKLIST

The application process may take *up to three (3) business days*. To be considered for an available unit listed with Sacramento Property Management Services the following steps must be completed:

- 1) **Completion of "Application to Rent" Form:** EACH applicant over 18 years of age who will be residing in the unit must complete this form in its entirety.
- 2) **Signed "Rental Policy Agreement":** EACH applicant over 18 years of age who will be residing in the unit must read, agree to, and sign Sacramento Property Management Services' "Rental Policy Agreement."
- 3) **Provide Credit Check/Processing Fee:** EACH applicant over 18 years of age who will be residing in the unit must provide a \$40.00 non-refundable credit check and processing fee. Payment methods for this fee may be check or money order made payable to Sacramento Property Management Services.
- 4) **Personally, Viewed Unit:** EACH applicant over 18 years of age who will be residing in the unit must personally view the unit prior to submitting an application package. Sacramento Property Management Services does not rent units "sight unseen." By initialing below, Applicant is affirming that they have personally viewed the unit.

I have PERSONALLY viewed the unit. Initialed: _____ Dated: _____

APPLICANT HEREBY ACKNOWLEDGES HAVING READ THE FORGOING INFORMATION AND HEREBY MAKES AN APPLICATION FOR UNIT AND AGREES TO THE ALL TERMS AND CONDITIONS HEREIN:

Print Name

Contact Telephone
Number

Signature

Date



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RENTAL POLICY AGREEMENT

APPLICATION TO RENT

Sacramento Property Management Services' "Application to Rent" forms are required from EACH applicant over 18 years of age who will be residing in the unit. Sacramento Property Management Services' "Application to Rent" form must be completed in its entirety, be signed by the Applicant, and be submitted with the \$40.00 application fee. Incomplete application(s) will *not* be processed by Sacramento Property Management Services, nor will the Applicant be considered for the available unit and the unit will remain on the market.

PERSONALLY VIEW THE UNIT

Sacramento Property Management Services does not rent units "sight unseen" and requires EACH applicant over 18 years of age who will be residing in the unit to personally view the unit prior to submitting an application for said unit. Applicants who have not viewed the unit prior to submitting an application will not be considered for the available unit by Sacramento Property Management Services until they have personally viewed the unit and the unit will remain on the market until applicant has viewed it.

RENTAL POLICY AGREEMENT

Sacramento Property Management Services' "Rental Policy Agreement" is required to be read and signed by EACH applicant over 18 years of age who will be residing in the unit. By signing the "Rental Policy Agreement," the Applicant is acknowledging having read the Rental Policy Agreement and is agreeing to abide by the rental policies, procedures, and the terms set forth therein.

FIRST COME FIRST QUALIFIED

Applicant understands that Sacramento Property Management Services processes application on a first come, first qualified basis, and does so without haste. If Sacramento Property Management Services is unable to verify any of the information contained on the "Application to Rent" within three (3) business days, Sacramento Property Management Services will move on to the next candidate.



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CREDIT CHECK/PROCESSING FEE AND VERIFICATION POLICY

Please be advised that Sacramento Property Management Services will obtain, on behalf of the owner, a credit report for EACH applicant over 18 years of age who will be residing in the unit. By signing the "Application to Rent" form and "Rental Policy Agreement," Applicant is agreeing to reimburse Sacramento Property Management Services for all credit report(s) run on Applicant's behalf and Applicant authorizes Sacramento Property Management Services and/or agent(s) to obtain credit report(s), to contact Applicant's present and previous employer(s), bank(s), personal reference(s) and Applicant's present and previous landlord(s).

Applicant agrees to reimburse Sacramento Property Management Services for any and all bank charges, or any fees incurred due to the payment on a check or money order being intentionally stopped or returned due to insufficient funds.

Sacramento Property Management Services uses an outside agency/vendor for the processing of the credit check. Generally, during normal business hours, the credit report is obtained within one (1) hour after processing has begun. The lengthiest part of the application process is reference verification, so, if Applicant knows that one or more of their references may be difficult to contact, please let Sacramento Property Management Services know in advance or perhaps provide alternate contact telephone number or email address.

Additionally, if there is anything negative on the Applicant's credit history or if Applicant's employer, present, and/or previous landlord(s) would not recommend the Applicant as a resident, then please provide a detailed explanation with the submission of the completed application package.

Sacramento Property Management Services requires a payment of \$40.00 per Applicant, which is to be used to screen Applicant with respect to credit history and other background information and to off-set a portion of the costs associated with the processing of the Applicant's application. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports = \$15.00
 - Cost to obtain, process, and verify screening information (may include staff time and/or other soft costs) = \$25.00
 - Sacramento Property Management Services per Applicant processing fee = \$40.00
- If an actual credit report has been obtained for the Applicant, the credit check(s) fee will not be refunded for any reason.
 - If an actual credit report has not been obtained for the Applicant, the credit check fee (if paid by check or money order) will be refunded in full within ten (10) business days from the date of deposit into the Sacramento Property Management Services Trust Account.

Applicant should note that the Sacramento Property Management Services and the building ownership participate in a national credit reporting service and information about the Applicant's tenancy may, from time to time, be reported.



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QUALIFICATION STANDARDS

Sacramento Property Management Services reviews three (3) areas of the completed Application Package during the qualification process - Credit History, Rental History and the Ability to Pay Rent.

To qualify for the Available Unit with Sacramento Property Management Services, Applicant must have a minimum of:

- Two (2) years established credit history in good standing (625 or above FICO score)
- Two (2) years verifiable references from present and previous landlord(s)
- Three times (3X's) the monthly rental rate in verifiable gross income. All income must be verifiable and must have been stable for at least six (6) months or longer.

Proof of Employment may be established by providing the last two (2) consecutive pay stubs when an employment reference or department does not verify employment or salary earnings.

Proof of Income may be established by providing a copy of the offer letter of employment from the Applicant's new company or by providing bank statements with consistent balances equivalent to or greater than the gross income requirements listed above.

CURES

If the Applicant does not meet the above qualification standards, in some cases, the following cures may be used at the **sole discretion** of Sacramento Property Management Services **ONLY**.

Guarantors/Co-Signers, in some cases, may be used to cure negative credit, insufficient gross monthly income (within \$1,000.00 of required amount), little or no rental history, or lack of stable income for six (6) months or longer.

A Higher Security Deposit amount, in some cases, may be used to cure negative credit, insufficient gross monthly income (within \$1,000.00 of required amount), little or no rental history, or lack of stable income for six (6) months or longer.

Therefore, if the Applicant knows they have something derogatory in their application package, please be prepared to pay a higher security deposit or provide a guarantor. Applicant(s) should not submit an application unless they are certain they want the unit.



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BANKRUPTCY, EVICTIONS, JUDGMENTS AND THE LIKE

Bankruptcy - may be cured with a guarantor or higher security deposit if the bankruptcy has been discharged or has occurred at least seven (7) years ago and all current obligations have been paid in a timely manner. If the bankruptcy has taken place within the last seven (7) years and the Applicant will be living alone, the Applicant will not qualify for a unit with Sacramento Property Management Services.

Eviction - The **ONLY** eviction that will be permitted by Sacramento Property Management Services is eviction by "Owner Move-In - No Fault" - for all other evictions, Applicant will not qualify for a unit with Sacramento Property Management Services.

Judgments - If Applicant has any judgment(s), Applicant will be required to pay the judgment amount in full and provide proof of payment and may be required to provide a guarantor and/or higher security deposit amount.

GUARANTOR QUALIFICATION POLICY

To qualify as a Guarantor for an Applicant with Sacramento Property Management Services, Guarantor must have five (5) years excellent to good credit history - Guarantor will not qualify as a Guarantor with a negative credit history. Additionally, Guarantor must have at least five times (5X's) the monthly rental rate in verifiable gross income. All income must be verifiable and must have been stable for at least six (6) months or longer.

FIRST MONTH'S RENT POLICY

The first (1st) month's rent will be due and payable at the time the tenancy agreement is signed. Payment for the first (1st) month's rent must be paid by certified funds (cashier's check or money order) **ONLY**, made payable to Sacramento Property Management Services within three (3) business days of approval of the Applicant's application. A pro-rated rental amount will be applied in the second (2nd) month or the remaining number of days after the first thirty (30) days of rent which was initially paid.

Applicant agrees that the Tenancy Agreement will commence on a date no later than three (3) business days from the date of verbal approval by Sacramento Property Management Services.

SECURITY DEPOSIT POLICY

Sacramento Property Management Services standard security deposit is *generally* equal to one (1) month's rental rate which will be due upon execution of the Tenancy Agreement and must be paid in full and by certified funds (cashier's check or money order) **ONLY**, made payable to Sacramento Property Management Services. The security deposit is not to be used as last month's rent.



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ACCEPTANCE OF APPLICATION/VERBAL APPROVAL/LEASE SIGNING

If Sacramento Property Management Services approves Applicant, Applicant agrees to execute Sacramento Property Management Services Tenancy Agreement and all incorporated addenda for the premises **within three (3) business days** of verbal approval and agrees to pay the first (1st) month's rent and security deposit. Applicant agrees that ALL parties to the Tenancy Agreement [excepting any Guarantor(s)] accept electronic signing of the Tenancy Agreement. Applicant(s) understand that Sacramento Property Management Services will not perform Tenancy Agreement signing via fax, mail, or overnight service.

Applicant understands that if Applicant does not execute Sacramento Property Management Services Tenancy Agreement **within three (3) business days** of verbal approval, Sacramento Property Management Services may put the unit back on the market.

If there is inconsistency between the terms of this Rental Policy Agreement, and the Tenancy Agreement signed by the parties, the terms of Tenancy Agreement will control.

OFFERS

Should Applicant desire to place an offer on an available unit, said offer must be in writing and submitted with the completed application packet. Sacramento Property Management Services will review the offer *before* processing the application and will contact the Applicant of the results of the offer. *Please note* that the entire application packet must be submitted with the offer prior to any negotiations taking place. Offers requested after approval of the application will be declined.

DENIED/DECLINED POLICY

Should the Applicant's application be declined for any reason, the Applicant will be notified by telephone and in writing via email or mail to the current address listed on the application.

LEGAL ACTION

Note that a binding rental agreement will be subject to Sacramento Property Management Services acceptance of Applicant's application packet, and subject to Sacramento Property Management Services and Applicant entering into Sacramento Property Management Services Tenancy Agreement. However, this Rental Policy Agreement will be binding upon execution by Sacramento Property Management Services and Applicant. If any legal action or proceeding is brought by either party to enforce any part of this Rental Policy Agreement, the prevailing party will recover, in addition to all other relief, reasonable attorneys' fees and costs.



APPLICATION PACKET

RENTAL POLICY AGREEMENT

EQUAL HOUSING OPPORTUNITY

We do Business in Accordance with the Fair Housing Act. (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988).

IT SHALL BE ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, (PHYSICAL OR MENTAL) DISABILITY, FAMILIAL STATUS (HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the appraisal of housing
- In the provision of real estate brokerage services
- Blockbusting is illegal

Anyone who feels he or she has been discriminated against should send a complaint to:
U.S. Department of Housing and Urban Development
Assistant Secretary of Fair Housing and Equal Opportunity
Washington, D.C. 20410

APPLICANT HEREBY ACKNOWLEDGES HAVING READ THE FORGOING INFORMATION AND HEREBY MAKES AN APPLICATION FOR UNIT AND AGREES TO THE ALL TERMS AND CONDITIONS HEREIN:

Print Name

Contact Telephone
Number

Signature

Date



APPLICATION PACKET

APPLICATION TO RENT

INDIVIDUAL APPLICATIONS REQUIRED FROM EACH PROPOSED OCCUPANT 18 YEARS OF AGE OR OLDER. EACH APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND BE SUBMITTED WITH THE \$40.00 APPLICATION FEE. ANY BLANKS, MAY RESULT IN THE IMMEDIATE NON-PROCESSING OF THE APPLICATION.

PROPERTY ADDRESS APPLYING:			<input type="checkbox"/> PROPOSED OCCUPANT <input type="checkbox"/> GUARANTOR
LAST NAME:	FIRST NAME:	MIDDLE NAME:	SOCIAL SECURITY NUMBER:
OTHER NAMES USED IN THE LAST 10 YEARS:			HOME PHONE:
DATE OF BIRTH:	EMAIL:		WORK PHONE:
DRIVER'S LICENSE NUMBER:	STATE:	EXPIRATION:	CELL PHONE:
PROPOSED OCCUPANTS - (LIST ALL IN ADDITION TO YOURSELF) NAME AND RELATIONSHIP OF EVERY PERSON THAT WILL BE LIVING WITH YOU (INCLUDING NAMES AND AGES OF MINOR CHILDREN)			
RENTAL HISTORY INFORMATION			
PRESENT ADDRESS:			RENTAL AMOUNT:
CITY/STATE/ZIP:			LENGTH OF TENANCY:
OWNER/MANAGER:			PHONE:
REASON FOR MOVING:			
PREVIOUS ADDRESS:			RENTAL AMOUNT:
CITY/STATE/ZIP:			LENGTH OF TENANCY:
OWNER/MANAGER:			PHONE:



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REASON FOR MOVING:	
NEXT PREVIOUS ADDRESS:	RENTAL AMOUNT:
CITY/STATE/ZIP:	LENGTH OF TENANCY:
OWNER/MANAGER:	PHONE:
REASON FOR MOVING:	



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EMPLOYMENT INFORMATION

PRESENT OCCUPATION OR SOURCE OF INCOME:		HOW LONG WITH THIS EMPLOYER?	
EMPLOYER NAME:	SUPERVISOR NAME:	EMPLOYER PHONE:	
EMPLOYER ADDRESS:	CITY:	STATE:	ZIP:

PREVIOUS OCCUPATION OR SOURCE OF INCOME:		HOW LONG WITH THIS EMPLOYER?	
EMPLOYER NAME:	SUPERVISOR NAME:	EMPLOYER PHONE:	
EMPLOYER ADDRESS:	CITY:	STATE:	ZIP:

FINANCIAL INFORMATION

CURRENT GROSS INCOME (<i>BEFORE DEDUCTIONS</i>): \$ _____ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year (check one)	LIST ALL OTHER SOURCES OF INCOME:
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PLEASE LIST ALL FINANCIAL OBLIGATIONS (IF MORE SPACE IS NEEDED, USE REVERSE)

NAME OF CREDITOR:	PHONE:
ADDRESS:	MONTHLY PAYMENT AMOUNT:

NAME OF CREDITOR:	PHONE:
ADDRESS:	MONTHLY PAYMENT AMOUNT:

ADDITIONAL INFORMATION



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I WILL WILL NOT HAVE ANY ANIMALS RESIDING ON THE PREMISES? IF SO, HOW MANY AND WHAT TYPE?

I WILL WILL NOT HAVE ANY LIQUID FILLED FURNITURE? IF SO, WHAT TYPE?

I AM AM NOT A MEMBER OF THE ARMED FORCES (INCLUDING THE NATIONAL GUARD AND RESERVES)

I HAVE HAVE NOT BEEN EVICTED OR ASKED TO MOVE? IF SO, WHEN?

I HAVE HAVE NOT FILED FOR A BANKRUPTCY? IF SO, WHEN?

I HAVE HAVE NOT BEEN CONVICTED OF SELLING, DISTRIBUTING OR MANUFACTURING ILLEGAL DRUGS?



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VEHICLE INFORMATION

TYPE OF VEHICLE:

MAKE/MODEL:

YEAR:

LICENSE NUMBER:

PERSONAL REFERENCE INFORMATION

PERSONAL REFERENCE:

PHONE:

ADDRESS:

LENGTH OF ACQUAINTANCE:

PERSONAL REFERENCE:

PHONE:

ADDRESS:

LENGTH OF ACQUAINTANCE:

EMERGENCY INFORMATION

IN CASE OF EMERGENCY NOTIFY:

PHONE:

ADDRESS:

RELATIONSHIP:



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APPLICANT AUTHORIZATION FOR THE RELEASE OF INFORMATION: I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND HEREBY SPECIFICALLY AUTHORIZES AND DIRECTS ANY AND ALL PERSONS OR ENTITIES NAMED BY APPLICANT HEREIN TO RECEIVE, PROVIDE, AND EXCHANGE WITH SACRAMENTO PROPERTY MANAGEMENT SERVICES, ITS PRINCIPALS, AGENTS AND EMPLOYEES, AND AUTHORIZED AGENTS ANY INFORMATION PERTAINING TO MY CREDIT AND PAYMENT HISTORY, THE OPINIONS AND RECOMMENDATIONS OF MY PERSONAL AND EMPLOYMENT REFERENCES, MY RENTAL HISTORY AND AGREE TO FURNISH ADDITIONAL CREDIT REFERENCES UPON REQUEST. I CONSENT TO ALLOW SACRAMENTO PROPERTY MANAGEMENT SERVICES TO DISCLOSE TENANCY INFORMATION TO PREVIOUS OR SUBSEQUENT OWNER/AGENTS. I HEREBY WAIVE ANY RIGHT OF ACTION NOW OR HEREAFTER ACCRUING AGAINST ANY PERSON OR ENTITY AS A CONSEQUENCE OF THE RELEASE OR EXCHANGE OF SUCH CONFIDENTIAL INFORMATION. BY MY SIGNATURE BELOW, I AUTHORIZE THE INVESTIGATION AND RELEASE OF ANY AND ALL INFORMATION PERTAINING TO THE STATEMENTS AND REPRESENTATIONS CONTAINED HEREIN TO SACRAMENTO PROPERTY MANAGEMENT SERVICES, ITS PRINCIPALS AND/OR THE OWNER(S) OF ANY PROPERTY WHICH I AM APPLYING TO OCCUPY. I ACKNOWLEDGE RECEIVING THE EXPLANATION AND RECEIPT OF APPLICATION FEE USES IN THE RENTAL POLICY AGREEMENT.

DATE:

SIGNED:



APPLICATION PACKET

EQUAL HOUSING OPPORTUNITY

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