

## **Rental Qualification Guidelines**

**Application Fee** - \$30.00 per person (Non-refundable). Fees must be paid when the application is turned in and must be in the form of cash, cashier's check or money order. Personal checks are not accepted.

Applications are processed in the order they are received. Incomplete applications will not be processed. False information in any area of the application process will result in the automatic denial of the application.

We lease to any qualified person in accordance with all federal, state and local fair housing laws. Each rental application will be evaluated using the standard criteria below. Please read the following guidelines prior to submitting an application. If you feel you meet the qualifying criteria, we welcome you to submit an application. Please allow up to 2 business days for an application to be processed.

### **Age**

Applicants must be 21 years of age or older and have a valid government issued photo ID.

### **Roommates**

Applicants that do not share joint credit will be considered roommates. Roommates should be listed on the application as applicant and co-applicant. The roommate listed as the applicant will be the Lessee. The roommate listed as the co-applicant will be an occupant. Each roommate is required to individually meet the criteria listed on this page. Roommate incomes may not be combined to meet the income threshold.

### **Income**

Gross monthly income must be a minimum of 2.5 times the monthly rent. All applicants must submit proof of legal and verifiable income with their application.

### **Employment**

If income is from employment, a minimum of 3 consecutive months with current employer is required. Applicants must submit their 2 most recent paycheck stubs with their application.

### **Credit**

An applicant's credit history is evaluated by the third party screening service, RentPrep. Insufficient credit history will be considered good credit history IF all other criteria listed on this page is met.

### **Rental History**

Previous evictions, judgements, unpaid balances or any other negative rental related history will result in the denial of an application.

### **Criminal Background**

A nationwide criminal background check will be conducted for each applicant. A felony conviction will result in the denial of an application. Any misdemeanor involving theft, burglary, robbery, stealing, dishonesty, assault, intimidation, drugs, pornography, sex crimes, violent crimes, crimes against animals, property damage, passing a bad check or weapons charges are all grounds for denial of an application. Open criminal cases or outstanding warrants in the above categories will require the application to be held until final resolution is made by the courts.

# Online Rental Application

sfcrent.com

## Applicant Information

### Full Name (First, Middle, Last):

Date of Birth:	SSN:	DL#/State:
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Marital Status:	Home Phone #:	Cell Phone #:
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### Current address:

City:	State:	ZIP Code:
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Own or Rent:	Monthly payment:	Length of Time:
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Landlord:	Phone #:
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Reason For Leaving:

### Previous Address:

City:	State:	ZIP Code:
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Owned or Rented:	Monthly payment:	Length of Time:
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Landlord:	Phone #:
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Reason For Leaving:

## Employment Information

### Current Employer:

Dates of Employment:	Gross Annual Salary:
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Employer Address:	Phone #:
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City:	State:	ZIP Code:
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Position:	Supervisor:
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All Other Income:

### If You Have Been With Your Current Employer For Less Than 6 Months Please Provide Previous Employer Information.

### Previous Employer:

Dates of Employment:	Gross Annual Salary:
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Employer Address:	Phone #:
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City:	State:	Zip Code:
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Position:	Supervisor:
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## Co-Applicant Information

### Name:

Date of Birth:	SSN:	DL#/State:
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Marital Status:	Home Phone #:	Cell Phone #:
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### Current Address:

City:	State:	ZIP Code:
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Own or Rent:	Monthly Payment:	Length of Time:
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Landlord:	Phone #:
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Reason For Leaving:

### Previous Address:

City:	State:	ZIP Code:
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Owned or Rented:	Monthly Payment:	Length of Time:
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Landlord:	Phone #:
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Reason For Leaving:

## Co-Applicant Employment Information

### Current Employer:

Dates of Employment:	Gross Annual Salary:
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Employer Address:	Phone #:
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City:	State:	ZIP Code:
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Position:		Supervisor:	
<b>If You Have Been With Your Current Employer For Less Than 6 Months Please Provide Previous Employer Information.</b>			
<b>Previous Employer:</b>			
Dates of Employment:		Gross Annual Salary:	
Employer Address:			Phone #:
City:	State:	ZIP Code:	
Position:		Supervisor:	
<b>All Other Residents</b>			
<b>Full Name: (List Below)</b>	<b>Relationship To Applicant: (List Below)</b>		<b>Date of Birth: (List</b>
<b>Financial References</b>			
<b>Applicant Bank Name:</b>		Type of Account:	
Loan:	Installment Type:	Monthly Payment:	
Credit Reference:	Phone #:	Account #:	
<b>Co-Applicant Bank Name:</b>		Type of Account:	
Loan:	Installment Type:	Monthly Payment:	
Credit Reference:	Phone #:	Account #:	
<b>Other Information</b>			
<b>Total # of Vehicles (Including Company Vehicles):</b>			
Make/Model:	Year:	Tag No./State:	Color:
Make/Model:	Year:	Tag No./State:	Color:
Other Car, Motorcycle, Etc.			
<b>Have You or Co-Applicant Ever : (Answer Yes or No)</b>			
Been Sued For Non-Payment of Rent:		Been Evicted or Asked to Move Out:	
Broken a Rental Agreement or Lease:		Been Sued for Damage to Rental Property:	
Declared Bankruptcy:		Been Convicted of a Felony or Misdemeanor:	
If You Answered Yes on Any of the Above Questions Please Explain (Include the Date):			
<b>Emergency Contact</b>			
Name:		Relationship To You:	
Address:		Phone #:	
Applicant(s) hereby authorizes Lessor to procure a "consumer report" as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681 a (d), seeking information on the credit worthiness, credit standing, credit capacity, character, general reputation, and personal characteristics of applicant(s). Applicant(s) is not now renting any residence in a name other than that listed above. Until Lessor executes and tenders a lease to applicant(s), Lessor shall have the right to reject this applicant(s) for <b>whatever</b> reason. Applicant(s) hereby authorizes that Lessor may obtain information from current or previous employer, landlord, law enforcement, and state employment security agency for the purpose of application approval. The information on this form is to be used to determine maximum income for eligibility. I/We certify that the statements we have provided throughout this application are true and complete to the best of my/our knowledge and belief.			
<b>*To complete and certify this application type your full/legal name(s) and today's date in the signature and date boxes below. Your typed name will serve as your signature.</b>			
Signature of Applicant:			Date:
Signature of Co-Applicant:			Date: