



A-Z REAL ESTATE

www.a-zrealestate.net

Rental Management

Ph: 209-484-4468

RENTAL REQUIREMENTS

There is a **NON-REFUNDABLE** \$35.00, **CASH ONLY** application fee for each Applicant. The fee will cover the handling of your application and the cost of obtaining your credit report. Each adult, age 18 and older that will reside in the property must fill out and sign an application along with providing valid government issued identification.

THE FOLLOWING ARE THE **MINIMUM** REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY **A-Z REAL ESTATE**.

Please Note: It will delay the processing of your application if supporting documentation to verify income is not provided, any information such as landlord and employer telephone numbers are missing, or employers and landlords do not return calls.

CREDIT REPORTING: A credit report will be obtained for each applicant. Creditors must be paid on time. *Bankruptcies within the last five (5) years will be reviewed on application.* Guarantors will be reviewed and must make 3 times the rent in gross monthly income.

- **INCOME VERIFICATION:** All income must be lawful and verifiable. Acceptable forms of verification include, but are not limited to the following:
 - *For employees:* Request for *Income Verification Form* must be completed by the employer, faxed and signed by the employer and the most recent pay stubs must be attached.
 - *For self-employed:* IRS 1040 (first two pages of the last two year's tax returns) and schedule C (profit and loss statement of the last two (2) year's tax returns).
 - *Child Support:* Copy of filed & stamped court order. Must show history of payment received for a minimum 12 month period
 - Award letters, court documentation.
 - Cash or letters from your employer are not verifiable income.
- **RENTAL REFERENCES:** Rental references are considered unverifiable if, after three working days, your landlord has not returned A-Z Real Estate's phone calls or Tenant Referral Form.

CREDIT	Good established credit history for at least 12 months. NO recent bankruptcies will be reviewed.
INCOME	Gross income <i>must</i> be three (3) times the amount of one month's rent. No exceptions.
RENTAL REFERENCES	A combined 12 months of favorable and verifiable rental references must be provided. NO evictions

- **THE APPLICATION:** *All areas on the application MUST be filled in, including past residences and employment.* Where a question does not apply or you are unable to locate the information you need to write “NONE” or “N/A”, as applicable. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before yours. A-Z Real Estate has occupancy standards of maximum 2 people per room plus 1.
- **PROCESSING:** Applications are processed as quickly as possible, please allow up to 3 business days. **Applications will not be pre-screened.** Once an application screening has been completed, you will be notified of the result via telephone or mail. An approved application **DOES NOT** guarantee you the unit. An approved application will only determine your eligibility to rent the unit you have applied for.
- **VERIFICATION:** Should A-Z Real Estate be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may begin the application process after a period of six (6) months has passed.
- **DECISION:** If your application is approved and your move-in date is determined, you will be required to pay the Security Deposit and any Pet Deposits at the signing of the lease. The 1st month’s rent is due on or before move-in day. Pro-rated rent amounts will be determined at the signing of the lease. Should your application be denied, you will receive a notice in the mail stating why the application was denied and contact information regarding your credit report.
- **PET DEPOSITS:** A pet deposit of \$500.00 is required for each pet, depending on the unit’s pet allowance. The following breeds, whether purebred or crossbred are **PROHIBITED:** Pit-bull, Rottweiler and Doberman. Upon request, applicants must submit a pet application. A service animal is not considered a pet.
- **LEASE AGREEMENT:** The lease agreement states that all rents are due on the first day of each month and delinquent after the fifth day of each month. In the event that the rent is not paid by the fifth day of the month, tenant agrees to pay a late charge of \$50.00 or other amount determined on the lease. Subletting or renting out rooms in the rental property is prohibited.
- **RENTER’S INSURANCE:** is required with a minimum of a \$100,000 policy. Renter’s Insurance policies are designed to cover YOU in the event of loss to your personal property and protect you in the event you are responsible for injury or property damage to others in your rented Apartment, Home or Condo. Renters Insurance is relatively inexpensive. The average cost of renter’s insurance begins about \$20 a month for around \$40,000 worth of property coverage and \$300,000 worth of liability coverage. **RATES AND COVERAGES MAY VARY.**

I, _____ irrevocably authorizes A-Z Real Estate to keep a copy
 (Print your name here)

of the application and all documents submitted.

Signature _____ **Date** _____

(Your signature is your agreement to the above.)