

Shady View Terrace Apartments

Meeting the Qualifications

1. **We are an equal opportunity housing provider. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws. HAVING A BANKRUPTCY, SHORT SALE OR FORECLOSURE WILL NOT NECESSARILY DISQUALIFY YOU FROM BEING ABLE TO RENT A PROPERTY.**
2. **Occupancy guidelines.** In determining these restrictions, we adhere to all applicable fair housing laws. We allow 2 persons per bedroom plus one per unit. For example, a two-bedroom rental unit could house five people. These restrictions are enforced to prevent overcrowding and undue stress on plumbing and other building systems.
3. **Application process.** All persons 18 years or older that will be residing in the unit must submit an application. The application fee is nonrefundable and is charged as follows: \$40 for each person. The application fee must be Cashier's Check or Money Order. All sections of the application must be completed to prevent delays in processing your application. Please allow 3 to 5 business days to process the application.

The Following items must be submitted with your application or it will not be processed:

1. Payment: \$40.00 per person.
2. If you work for a company:
 - a. 2 months recent pay stubs.
 - b. Copies of the last 2 months bank statements with all pages.
3. If you are self-employed:
 - a. The first 2 pages of your last 2 year's tax returns
 - b. Copies of the last three months bank statements (all pages).
4. Copy of your Valid Driver's License issued by a state or outlying possession of the United States.

If Applicable

1. Proof of SSI / Disability.
2. Proof of Child Support.
3. Proof of Pension or Retirement income.
4. Proof of Rental income (copies of Rental Agreements).
5. Proof of Section 8 Housing Assistance/ Veteran's Voucher

Once we have 'pre-approved' your application; it will be sent to the owner of the property for 'final approval'.

4. **Employment Verification:** Some companies utilize a third-party company to handle their employment verifications. These third-party companies charge a fee to anyone seeking an employment verification. If your employer utilizes one of these companies; you will be responsible to reimburse Shady View Apartments the fee charged.

5. Qualifying to rent.

- a. Your "Gross" rent must be greater than 3 times of the monthly rent.
- b. Credit Reports with evictions **will not** be considered if the 'judgment' has not been paid or satisfied.
- c. Bankruptcy filed more than 24 months previous will not have an effect on approval. If bankruptcy is filed within the past 24 months; your approval will be based on how long it was that you filed.
- d. If you have ever been convicted of a felony, we may reject your application. If you have ever been convicted of a misdemeanor involving dishonesty or violence within the past 5 years, we may reject your application.
- e. Three (3) years of good residential rental history.

6. Security Deposit.

- a. The minimum Security Deposit required will be equal to one month's rent.
- b. The maximum Security Deposit required will be equal to two month's rent.

7. Pets. Shady View Terrace does not allow pets at this time

8. **Holding Deposit:** Within 72 hours of Application approval, a deposit equal to the first month's rent is due. This will hold the property for up to two (2) weeks, with a signed Lease Deposit Agreement. Only payments in the form of a Money Order or Cashier's Check will be accepted up to, and including, your move-in day.

Shady View Terrace Apartments

4146 Melrose Street, Riverside, CA 92504 (951) 687-4009

Dear Applicant(s):

You have applied to rent a residential property that is managed Shady View Apartments. Shady View Apartments will process your application and provide it to the property owner for a decision. The processing of your application requires Shady View Apartments to obtain and review certain information about you including a credit report. Shady View Apartments has received a non-refundable application screening fee of \$40.00 per person.

PRIVACY NOTICE

Shady View Apartments does not disclose and does not intend to disclose non-public personal information to nonaffiliated third parties, except as permitted by law. Shady View Apartments collects and utilizes your non-public information for reviewing your rental application. We collect information about you from the following sources:

- A) Information on your rental application and other information that you provide us during the course of our relationship.
- B) Information obtained from consumer reporting agencies.

Shady View Apartments restricts access to your non-public personal information to the following parties:

- A) Property Owners and their agents.
- B) Consumer reporting agencies.
- C) Shady View Apartments employees when needed to carry out the services for which they were engaged; and
- D) To third parties as necessary to complete the review and processing of your rental application or as required by law.

Shady View Apartments maintains safeguards to protect the privacy of your non-public personal information. By signing this document, you are authorizing Shady View Apartments to obtain your credit report and to check other references and information as is necessary to process your rental application. **You are also acknowledging that once the services are performed, the fees you pay will not be refunded to you, even if your application is later declined or canceled by you.**

Applicant's Name	Applicant's Signature	Date
_____	_____	_____

_____	_____	_____
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RESIDENTIAL TENANT APPLICATION

Name of Applicant: First: _____ Middle: _____ Last: _____

Date of Birth: (mm/dd/yyyy) _____ Social Security No. _____

Driver's License No. _____ State Issued: _____

Home Number _____ Email: _____

Cell Number: _____ Work: _____

Automobile: Make _____ Model _____ Year _____ License # _____

Automobile: Make _____ Model _____ Year _____ License # _____

Current Address: _____

City _____ State _____ Zip Code _____

Do you: Own Rent Amount: _____ For How long? 0 – 6 mos. 1 – 2 yrs. 3 – 5 yrs.

Landlord _____ Landlord Phone: _____

Reason for Leaving: _____

Previous Address _____

City _____ State _____ Zip Code _____

Did you: Own Rent For How long? 0 – 6 mos. 1 – 2 yrs. 3 – 5 yrs.

Landlord _____ Landlord Phone: _____

Reason for Leaving: _____

List all other persons to occupy house and their relationship to you:

1) Name: _____ Relationship _____ Phone # _____

2) Name: _____ Relationship _____ Phone # _____

3) Name: _____ Relationship _____ Phone # _____

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PLEASE TELL US ABOUT YOUR JOB

Name of Applicants Employer: _____

Address: _____

City _____ State _____ Zip Code _____

Type of work: _____ How long? _____

Monthly income: _____ Circle One: Weekly Monthly Yearly

Name of Supervisor: _____ Telephone No. _____

Name of Applicants Previous Employer: _____

Address: _____

City _____ State _____ Zip Code _____

Type of work: _____ How long? _____

Monthly income: _____ Circle One: Weekly Monthly Yearly

Name of Supervisor: _____ Telephone No. _____

CREDIT REFERENCES

Name and Address of Bank: _____

Account No: _____

Name and Address of Bank: _____

Account No: _____

Credit Card Info.

Name of Card Holder: _____ Balance: _____

Name of Card Holder: _____ Balance: _____

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OTHER CREDIT REFERENCES

REAL ESTATE OWNED OR CURRENTLY OWN

Have you ever been convicted of a crime, placed on probation/parole, have any outstanding arrest or bench warrants, or are currently involved in any criminal activity? If so, explain: _____

Do you Smoke? _____

Have you ever filed for bankruptcy? _____

Have you ever been evicted or asked to move? _____

Do you have any pets? _____

What kind of pet(s) and what type of pet? _____

In Case of Emergency, Notify:

1. Name: _____ Phone: () _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship _____

2. Name: _____ Phone: () _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Relationship _____

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Authorization to Verify Information

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.

****MAKE MONEY ORDERS OR CASHIER'S CHECKS PAYABLE SHADY VIEW APARTMENTS****

****One application per person. All adults over the age of 18 residing in the property will need to complete an application.****

Signed: _____ Dated: _____

FOR OFFICE USE ONLY*****

Date Received Application: _____ Credit Ran: _____ Fico Score: _____

Credit Pmt Received: _____ Approved: _____ Denied: _____ Reason: _____