

# Access Property Management

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## APPLICANT SCREENING CRITERIA V020125



Thank you for your interest in Access Property Management (hereinafter referenced as “APM”) rental properties. **Access Property Management recommends you review ALL the following Applicant Screening Criteria information before you submit your application.** A “complete application” for rent shall include a complete Rental Application Form and submission of Identification and Acceptable Verified Income items. APM performs a complete and thorough screening process which includes:

1. Income verification;
2. Credit check through a national credit agency;
3. Eviction check through a regional and national agency;
4. Rental history and/or home ownership verification; and
5. Criminal background check through a statewide and national agency.

A **\$45.00 NONREFUNDABLE** Application processing fee is required for each adult 18- yrs or older that will reside at the property regardless if Applicant will or will not financially contribute towards rent. Application fee may be paid either in cash, cashier’s check or money order. All paper completed applications must be submitted to Access Property Management at 1165 Scenic Drive, Modesto, CA 95350 either in person or by mail. E-Application through APM’s website only. Additionally, each adult 18-yrs or older will be required to sign the lease agreement. If married couple, **BOTH** spouses must complete **SEPARATE** applications. APM reserves the right to process all received applications for any one rental unit.

Please completely fill-in ALL Rental Application Form questions. If a question does not apply to you, please write “none” or “n/a”, as applicable. Missing information on the Rental Application Form is considered by APM as an “incomplete application” and may delay or prevent application processing, and thus prevent possible approval. An incomplete application lasting 30-days or more will be considered not approved. Information which cannot be verified may result in denial of your application. References are considered unverifiable if your references have not returned APM phone calls or faxes within three working days.

**The following Identification and Acceptable Verified Income items must be included with your completed Rental Application Form. If the items are not included with your Rental Application Form, then your application for rent will be considered incomplete.**

1. **Identification** - Each adult to show us two pieces of identification –
  - a. Social Security card or US Federal Government document with NAME and SSN AND,
  - b. Government (US Federal or State) issued photo identification card, such as driver’s license or other (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: Most recent 2-months original pay stubs (copies are not accepted), or for employees with direct deposit of wages, an employer copy of electronic pay stub.
  - b. Independent Contractors such as UBER & Lyft drivers, Realtors, and the like: Most recent 2-months original employer wage report.
  - c. Self-Employed: Last TWO years tax returns IRS Form 1040 Adjusted Gross Income (the first two pages of Form 1040) and Schedule C (profit and loss statement).
  - 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. Disability awards and/or payments.
  - i. Applicants with a Section 8 voucher must qualify for the remaining rent after Section 8 contribution.

**OCCUPANCY LIMIT:** Access Property Management follows California recommended housing occupancy limits of TWO people (minor or adult) per bedroom PLUS ONE additional person (minor or adult). For a 2-bedroom rental unit = 5 people total. Use backside of application form for entry of more occupants. All Applicants applying for the same rental unit with the intent to occupy the rental unit as a group of tenants will be considered a "Household."

#### APPLICANT SCREENING CRITERIA REQUIREMENTS

<b>FICO SCORE</b>	Transunion 570 FICO or greater.
<b>GROSS HOUSEHOLD INCOME</b>	2.5 times monthly rental price for units less than \$1200/month rent. 3.0 times monthly rental price for units of \$1200/month rent or more.
<b>CREDIT LINES</b>	Rental price for units of \$1200/month or more: At least 2-lines of current and active credit established for at least 6 months. Rental price for units of less than \$1200/month: At least 1-line of current and active credit.
<b>CREDIT RATING</b>	All financial obligations, lines of current and active credit must be "1" or "2".
<b>COLLECTIONS</b>	No unpaid collections.
<b>BANKRUPTCY</b>	No bankruptcy within 3-years of date of application for rent.
<b>JUDGEMENTS/LIENS</b>	No unpaid judgments or liens.
<b>TERM OF RENTAL HISTORY OR HOME OWNERSHIP</b>	Six months most recent verifiable rental history (excluding renting from family and friends). Home ownership of most recent six months.
<b>QUALITY OF RENTAL HISTORY</b>	Rental history must be in good standing for timely payments and no rental/lease violations.
<b>CRIMINAL BACKGROUND</b>	No conviction of manufacture and/or distribution of illegal controlled substances; no conviction of violent crimes as defined in Cal. Penal Code Section 667.5; No conviction of serious crimes as defined in Cal. Penal Code Section 1192.7c; and No conviction of crimes requiring registration as defined in Cal. Penal Code Section 290.
<b>EVICTION</b>	No Eviction within 7-years of date of application for rent.
<b>MEDICAL</b>	Collections for medical accounts will not be considered negative.

Upon complete processing of your application, you will be notified by an APM staff personnel of your approval. An approved application does not guarantee you any rental unit. An approved application has only determined your eligibility to rent the unit, or equally priced rental unit, of which you have applied. An approved application will be considered approved for a period of 30-days from date of application submission. Upon approved or denied application(s) for rent, no additional applicant(s) may be added to create a "household" nor may any applicant be removed from a "household".

If your application is approved and your lease signing is not within 24-hrs of your approval date, you may place a **\$400.00 Holding Deposit** to "hold" your designated hold rental unit for a duration of 10-days. The effective "hold" of your desired rental unit does not go into effect until APM receives your \$400.00 Holding Deposit. 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 lease agreement for your designated hold rental unit, 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 rental unit. **Holding Deposit is non-refundable. Should at any time you decide to NOT execute a rental/lease agreement on the designated hold rental unit OR the Holding Deposit expires, you forfeit the Holding Deposit.**

An application for rent will be denied if the Applicant does not meet the requirements as described in this Applicant Screening Criteria. For multiple Applicants (occupants) applying as a Household for the same rental unit, **all** Applicants must meet the Applicant Screening Criteria requirements. Income qualification for a Household shall be considered the cumulative income of all Applicants of Household. Additionally, denial of one Applicant of a Household shall constitute denial of applications to rent for ALL APPLICANTS of the Household. In the event an Applicant is denied, the Applicant will be sent an Adverse Action letter stating the reason for the denied application

within 14-days of application submission date. A denied Applicant may resubmit an application for rent with APM after 30-days of date of Adverse Action notification letter.

If Applicant receives an Adverse Action notification letter indicating an Application denial was solely based upon lack of established line(s) of credit and/or lack of term rental history/home ownership requirements, the Applicant may contact APM and request to submit double security deposit (not to exceed two months' rent on an applicable rental unit) to secure Applicant's rental unit of choice. Placement of double security deposit does not constitute Applicant's approval, but does constitute a waiver of approval specific only to the screening criteria of lack of established lines of credit and/or lack of term rental history/home ownership requirements. A waiver of approval as such is substandard to Applicant approval. NOTE: Lack of established line(s) of credit does not extend to an Applicant wherein any one current and active line of credit has been identified with a rating of R3 or greater derogatory.

Pets are allowed on those rental units that have been designated as accepting of a pet in accordance to pet allowance of maximum 2-pets. Acceptance of pet onto any APM rental unit shall require Renter's Insurance to include minimum \$500,000/\$500,000 pet/animal liability insurance coverage as well as compliant to Pet Agreement and Pet Rent in the amount of \$25.00 per pet. A pet deposit of \$400.00, per landlord guidelines, is required for each pet.

All move-in funds (security deposit and first-month rent) must be made by money order or cashier's check - no personal checks will be accepted for security deposit and first-month rent.

APM requests ALL APPLICANTS to thoroughly personally and physically inspect the rental unit of choice prior to signing a lease on the rental unit of choice to ensure the following, but not limited to the following: property specific amenities, number of bedrooms, improvement square footage, land square footage, bathrooms, property neighborhood and internet, cellular, television or voice services for said rental unit are to the satisfaction and to the acceptance of Applicant. Applicant's executed lease agreement discloses Applicant's acceptance of Applicant's rental unit of choice. Failure of Applicant to personally and physically inspect the rental unit of choice, or in any manner Applicant conduct a limited inspection of rental unit of choice, does not invalidate the Applicant's executed rental agreement nor does it warrant any change to the executed rental agreement.

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 APM to obtain regarding you a screening report and to verify all information related to the application process. Additionally, you further understand and agree that APM 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 APM 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. APM reserves right to immediately terminate your tenancy and collect from you all damages incurred including attorney's fees resulting there from. Your 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, disability, national origin, familial status, ancestry, age, marital status, sexual orientation or other factors that are unrelated to legitimate business concerns. APM is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Application process fee costs are as follows: Agency Screening Report - \$23.35; Staff Time - \$21.65.

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

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