

Fresno Management Company
Lic #01701258

PLEASE READ THE FOLLOWING BEFORE COMPLETING AN APPLICATION:

Thank you for applying for rental property with Fresno Management Company. The following guidelines have been established and are followed to ensure that every applicant receives the same consideration in determining eligibility. To be approved, every potential adult applicant must meet the following criteria:

EQUAL OPPORTUNITY

Fresno Management Company is a member of the California Apartment Association, an organization dedicated to the ethical and professional management of rental housing. As such, we follow a Code for Equal Housing Opportunity. We comply with all laws, Federal, State and local disability, ancestry, marital status, sexual orientation, age, or any other protected class.

APPLICATION FORM

Each person age 18 years or older must complete a separate Rental Application. Each application must be completely filled out and signed in order to be processed. Applicant understands and agrees that an investigative report including rental history, credit history, employment history, eviction search, and criminal background check will be performed as part of the application process. All information will be verified and kept confidential. Falsified information shall result in rejection OR in eviction if Applicant should become a tenant. **Initial:** _____

FEES & DEPOSIT

Each application must be submitted with a **non-refundable application fee of \$30.00 per adult** (unless your application is not processed for any reason). Refunds will not be given on processed denied applications. If Applicant is accepted as a Tenant a security deposit of no more than 2 times the rent amount shall be collected within 72 hours of approval and a Holding Deposit Agreement must be executed. Fess, deposits and first month's rent must be paid in advance with a Cashier's Check or Money Order. CASH IS NOT ACCEPTED. **Initial:** _____

DOCUMENTATION

Only completed Applications with appropriate fee will be processed and considered in the order of their receipt. Legible copies of the following items MUST be included with each application:

1. Government issued photo ID (Driver's license, Sate ID, Passport, Military ID, Foreign Government ID). Color copies only.
2. Verification of Social Security Number, Individual Taxpayer Identification Number or similar
3. Twelve (12) months of verifiable employment or income. Six (6) months if transferring within the same line of work.
4. If self-employed, copy of most recent federal tax return and bank statements dating 6 months back.
5. Documentation to substantiate other income such as alimony, child support or financial aid
6. **Applicants gross annual income must equal or exceed 3 times the annual rental amount**

RENTAL HISTORY

Applicants must have a minimum of one (1) year verifiable and positive rental history with no documented complaints. Late payments will be taken into consideration and will negatively impact the application. Evictions and breaking of any lease within the past seven (7) years will result in automatic denial including outstanding balances, collections and judgements by former landlords.

CREDIT HISTORY

Applicants preferably must have at least one year of established favorable credit history. Any bankruptcy must be discharged and applicants must have reestablished positive credit for one year. Collections by landlords, utility, phone and cable providers, tax liens or judgements will not be accepted. There is a consideration for first time renters. Thus, a co-signer and or double deposit might be required.

CREDIT REPORT DISCREPANCY NOTICES

If a notice of address discrepancy is reported on the consumer credit report, additional information may be required to verify the same address. Additional information may include a current utility bill, mortgage statement or bank statement reflecting the current address.

CRIMINAL BACKGROUND

An applicant will be denied (or a lease shall be terminated) if they have been convicted of a felony for a crime against a person, another person's property or against society within the past ten (10) years, or if crime has occurred under residency.

GUARANTOR / CO-SIGNER

A Guarantor's gross annual income must meet or exceed five (5) times the annual rental amount to establish that Guarantor can support their current financial obligations and that of the Applicants. Guarantor must also establish a credit FICO score of 700 and above. The Guarantor must reside within the United States and meet all other qualification standards listed. The Guarantor guarantees the entire rental payment and all financial obligations of all occupants during the entirety of the residency. All paperwork signed by the Guarantor must be notarized if it is not signed in the presence of Fresno Management Company employee.

MAXIMUM OCCUPANCY

The maximum number that may occupy a rental is determined by the number of bedrooms as follows:

1 bedroom = 3 occupants; 2 bedrooms = 5 occupants; 3 bedrooms = 7 occupants

ROOMMATES

Each individual Tenant and Guarantor is jointly and severally responsible for the entire rental payment or any financial obligation as well as following all company/community policies and rules. The security deposit will not be refunded in part, or in full until the property is vacated and possession returned. Fresno Management Company will provide detailed deposit dispositions within 21 days of vacating of the property.

PETS

No pets are allowed for any reason on properties that have a no pet policy. If the property has a pet acceptance policy, the pet is allowed only after all requirements have been met, including written permission from management and payment in full of an additional pet deposit. The presence of an unauthorized pet will be cause for termination of the tenants' residency. Legally recognized service or companion animals are not considered pets and are excused from the general Pet Policy.

SECTION 8

If the property accepts the Section 8 Voucher the same rental guidelines will apply. The applicant is to make or exceed three (3) times the amount of the monthly tenant rental portion amount.

DENIAL POLICY

Incomplete, inaccurate or falsified information will result in denial of application. If your application is denied due to negative and adverse information being reported, you may;

1. Contact Appfolio Inc., 50 Castilian Dr. Santa Barbara, CA 93117 – Toll Free at (866) 359-3630
2. Contact the credit reporting agency to
 - a. Identify who is reporting unfavorable information
 - b. Request a correction if the information being reported is incorrect

I have read, understand, and agree to the listed qualifications for renting. Furthermore, I have agreed that I have viewed the property in its entirety before submitting my application. I understand incomplete, inaccurate or falsified applications will not be processed. Completed applications are processed within 72 hours of submission. Application may take longer to process depending on additional required information or documentation needed. All communication regarding application progress and status will be done via email by contacting Info@FresnoPMC.com .

Applicant Signature X _____

Date _____

Each adult over the age of 18 must complete a separate application.

_____ Mgmt Company _____ Community Contact _____ Community Tel # _____ Advertising Source _____

CLIENT #: _____

Rental Property Address: _____

CREDIT APPLICATION TO RENT **ID Trace + Criminal** **COMPREHENSIVE**
 Apartment # _____ Move-in Date _____ Rent \$ _____ Lease _____
 Applicant Roommate w/ _____ Cosigner Section 8

APPLICANT INFORMATION

(LEGAL) Last Name			First	Middle	Soc. Sec. #			Date of Birth			
Other Names Used			Drivers License #/State			Email Address			Contact Phone Number		
Other Persons to Occupy Rental:	1	Full Name	Relationship	DOB	3	Full Name	Relationship	DOB			
	2	Full Name	Relationship	DOB	4	Full Name	Relationship	DOB			
Pets to occupy unit: Attach separate sheet if needed	1	Name	Type	Weight	2	Name	Type	Weight			

RESIDENCE HISTORY

Present Address	City	State	Zip	From _____ To _____	Monthly Pmt \$ _____
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord <input type="checkbox"/> Own Rent <input type="checkbox"/>					
Landlord Daytime Phone: _____			Landlord Evening Phone: _____		
Previous Address	City	State	Zip	From _____ To _____	Monthly Pmt \$ _____
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord <input type="checkbox"/> Own Rent <input type="checkbox"/>					
Landlord Daytime Phone: _____			Landlord Evening Phone: _____		

EMPLOYMENT HISTORY

Current Employer	Monthly Salary \$ _____	Supervisor's Name	How long? Yrs _____ Mos _____
Address	City	State	Zip
Company Phone (no cell phone #)		Occupation/Department	
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 nd job	Monthly Salary \$ _____	Supervisor's Name	How long? Yrs _____ Mos _____
Address	City	State	Zip
Company Phone (no cell phone #)		Occupation/Department	

ADDITIONAL INCOME – Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder

Amount \$ _____ per _____ Sources _____

VEHICLE INFORMATION

Auto #1	Year	Make	Model	License State	License Number
Auto #2	Year	Make	Model	License State	License Number

EMERGENCY INFORMATION

Nearest Relative	Relationship	Address	City	State	Zip	Phone () _____
Emergency Contact	Relationship	Address	City	State	Zip	Phone () _____
Personal Reference	Relationship	Address	City	State	Zip	Phone () _____

HAVE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? Yes No

IF YES, please list the date, city, state and type of all convictions: _____ Attach separate sheet if necessary.

ARE YOU OR ANYONE WHO WILL BE RESIDING IN THE UNIT REQUIRED TO REGISTER AS A SEX OFFENDER? Yes No

HAVE YOU EVER BEEN ASKED TO VACATE BY A CURRENT/PREVIOUS LANDLORD? Yes No

IF YES: APT NAME: _____ CITY _____ STATE _____

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Non-Refundable Processing Fee \$ _____ Check/Money Order # _____

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ _____ has been paid. Applicant requests landlord to hold Unit _____ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed _____ Applicant

Dated _____

Signed _____ Landlord

Position _____

Dated _____

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

