

ATTENTION APPLICANTS

An application fee will need to be collected prior to confirming all required information and documents have been received. Application fees are **NON-REFUNDABLE, NO EXCEPTIONS.**

Once an application fee is collected, we will confirm we have received the required information and documents. You will **NOT** be considered an applicant toward any specific property until **ALL** required information/documents are received. **NO EXCEPTIONS.**

If any information or documents are missing, applicants will have **THREE (3)** business days to submit the missing information/documents to our office. If the missing information/documents are not received in the allowed timeframe, your application will be **DENIED** and you will **NOT** be able to re-apply with our company for 6 months. **NO EXCEPTIONS.**

We have pre-approved applicants who are constantly looking for the right rental property to become available. Anyone who is approved with our company and has viewed a property will be presented to the owner of the property who will make the final decision.

The status of any one property changes consistently over time.

There is a one-time application fee in a 6-month period, so if one property does not work out, we can try to get you into something else.

We will schedule viewings for each available rental property until we have received 3 applications on it.

-S&S Property Management

S&S
PROPERTY MANAGEMENT COMPANY
1112 JEFFERSON BLVD. WEST SACRAMENTO, CA 95691
PHONE: (916) 371-1870 FAX: (916) 371-4929
EMAIL: WESTSACRENTALS@GMAIL.COM
WEBSITE: WESTSACRENTALS.COM

INSTRUCTIONS TO APPLY

Thank you for applying with S&S Property Management Company. We value your business and we will do our best to process your application in a timely manner. On average, processing time takes approximately 2-4 business days. You can help the process by providing the following items listed below. We have provided this information in a checklist format for your convenience. All information obtained by S&S Property Management is held confidential. **To expedite submitting the application to our office, we ask that you provide copies of the listed documents and keep the documents in the order listed below.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Check items below as you have completed

- ☐ **Complete ALL areas for the application-** If you leave areas incomplete, this will delay the process time. IT IS NOT THE RESPONSIBILITY OF S&S PROPERTY MANAGEMENT TO LOCATE PHONE NUMBERS FOR YOU.
- ☐ **Copy of your driver's license-** Or picture ID- This is for your protection and we can make the copies for you. **Must be Government issued. ID will be shredded after verified.**
- ☐ **Copy of your social security card-** Again, this is for your protection. If you do not have your card, you can submit your tax return or other verifiable documents.
- ☐ **Proof of payment to your current landlord for the last 2 months-** Cancelled checks, money order receipts, tenant ledgers, or rent receipts from your landlord.
- ☐ **Copy of current utility bill OR any piece of mail from your current address- It can be SMUD, PG&E, cable, telephone, cell phone bill OR any piece of mail in your name.**
- ☐ **Verification of your income-**
If you are an employee: and received a paycheck at regular intervals, a copy of your ONE MONTH'S MOST RECENT check stubs, reflecting your net income and pay periods. **If you are self-employed:** a copy of your business' last year's schedule C filed with your tax return. Copies of your THREE MONTH'S MOST RECENT bank statement, which will need to reflect your income (deposits) over a three month period. A current profit and loss statement provided by your accountant or bookkeeper will also be sufficient. **If you are on unemployment due to COVID-19:** A copy of your award letter from EDD with reflected payment amounts.
- ☐ **Bank Statements-**
Please supply **all** pages of your TWO MONTH'S MOST CURRENT bank statements, account numbers may be blacked out or removed for your security. Your name must appear on the statements. (Ex: 1-10, we will need all 10 pages even if last page is blank.)
- ☐ **Application Fee-** A thirty-five-dollar (\$35.00) fee per adult or anyone over 18 years of age. An application fee will need to be collected prior to confirming all required information and documents have been received. This fee covers the cost of processing and credit reports obtained by S&S Property Management Company. All fees are **NON-REFUNDABLE.**

Megan's Law

Renters are advised that the police department keeps record on convicted child molesters residing in the community and are advised to check those records prior to leasing a residential property. Renters are also advised that they are to obtain information on crime statistics from the police. Real Estate brokers do not keep crime records or do not verify neighborhood conditions.

Again, thank you for applying with S&S Property Management Company!

CRITERIA FOR TENANCY

Thank you for considering S & S Property Management

GENERAL REQUIREMENTS & INFORMATION

1. Current government issued picture ID will be requested at the time you submit your application
2. Each person over the age of 18 years who intends to reside in the home, as well as all co-signers, must submit a separate Rental Application and provide the required documentation
3. Application must be **completely** filled out and **signed**
4. **All Pets** must be listed on the application
5. Application Fee must be paid prior to processing the rental application
6. Applicant acknowledges and accepts that S&S Property Management represents the owner of the property for which applicant is applying
7. Management will make a reasonable attempt to contact previous and present landlord(s) submitted by Applicant; however, the ultimate responsibility for supplying accurate information to Management lies with the Applicant. Management reserves the right to decline tenancy if we are unable to contact the references provided
8. Good credit is required
9. We cannot guarantee that the home you are interested in will still be available to you by the time your application is approved. Homes are rented to the applicant approved by the homeowner.
10. Each tenant must be listed on either a group, or an individual renter's policy and S&S Property Management must be listed as additionally insured.
11. Three years or more of verifiable residence history from a third-party landlord required
12. Please note, Co-Signers are **NOT** accepted

AUTOMATIC DENIALS

1. Any collection filed by a property management company within the last 10 years
2. Any applicant with unlawful detainer action or eviction within the last 10 years
3. Any rental history reflecting any unpaid past due rent or multiple late payments
4. Any rental history reflecting any property damage or disturbance
5. Multiple over drafts and/or NSF's
6. Multiple or Excessive collections (excluding medical bills)
7. Outstanding debt to any utility company (i.e. SMUD, PG&E, Comcast, AT&T, T-Mobile, Verizon, Etc.)
8. Multiple late payments on credit report
9. Any applicant with a charge off or repossession
10. Any applicant with a bankruptcy **NOT** showing as discharged
11. ANY falsified information on an application

INCOME REQUIREMENTS

1. Monthly net income must equal to approximately 3 times (for a house) and 2.5 times (for an apartment or studio) the stated monthly rent and must be verifiable income
2. If self-employed, a Schedule C (profit and loss) filed with last year's tax return and the previous 3 months of bank statements will be required
3. Irregular or temporary income may result in an automatic denial
4. Please note, Co-Signers are **NOT** accepted

NOTE: All Criteria will be considered during review of your application.

****We are looking forward to having you as one of our esteemed tenants!**
Please sign below to acknowledge you have read and understand the criteria

✕

APPLICATION TO RENT

☐ Tenant
☐ Guarantor

(all sections must be completed)

Individual applications required from each occupant 18 years of age or older.

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER	
OTHER NAMES USED IN THE LAST 10 YEARS				WORK PHONE NUMBER		HOME PHONE NUMBER ()	
DATE OF BIRTH		EMAIL				MOBILE/CELL PHONE NUMBER ()	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER ID	
1 PRESENT ADDRESS		CITY		STATE		ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING						RENT AMOUNT \$	
2 PREVIOUS ADDRESS		CITY		STATE		ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING						RENT AMOUNT \$	
3 NEXT PREVIOUS ADDRESS		CITY		STATE		ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING						RENT AMOUNT \$	
PROPOSED OCCUPANTS	NAME			NAME			
LIST ALL IN ADDITION TO YOURSELF							
PETS?		BREED	AGE	WEIGHT	NAME(S)	Will you have liquid Filled furniture?	
HOW MANY?						DESCRIBE:	
A	Present occupation or source of income			Employer name			
	How long with this employer		Supervisor's Phone # ()		Employer address		
	Name of your supervisor			City, State ZIP			
B	Prior occupation			Employer name			
	How long with this employer		Supervisor's Phone # ()		Employer address		
	Name of your supervisor			City, State ZIP			
Current gross income \$		PER		Check One <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			

All addresses applicant resided at in the past 3 years must be provided.
If needed, please attach an additional page and list ALL previous addresses.



How Did You Hear About Us? _____

OTHER VERIFIABLE INCOME	CONTACT / WORKER NAME	() PHONE NUMBER	AMT. PER MO.
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		()		
2.		()		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
1.		()		
2.		()		

Automobile: Make _____ Model _____ Year _____ License # _____

Automobile: Make _____ Model _____ Year _____ License # _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct. Applicant hereby authorizes verification of the above items including, but not limited to: meeting your pet(s), obtaining of a credit report and agree to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owner/Agents.

Owner/Agent will require a payment of \$ 35.00, which is to be used to screen Applicant with respect to credit history and other background information. S&S Property Management will not begin processing of the application in any way, until the application fee has been paid in full.

The amount charged is itemized as follows:

- 1.) Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports: \$10.00
- 2.) Cost to obtain, process and verify screening information (may include staff time and other soft costs): \$25.00

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

the rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Date _____

Applicant (signature required) _____

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

S&S

Property Management Company

1112 Jefferson Blvd.

West Sacramento, CA 95691

Phone: (916) 371-1870 Fax: (916) 371-4929 Email: westsacrentals@gmail.com

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1112 Jefferson Blvd.
West Sacramento, CA 95691

Approval Amount
House/Duplex /Condo: _____
Apartment: _____

Wish List

When filling this form out, note only the essentials and leave the rest blank. We want to make sure you have a selection of properties to choose from.

APPROX. MOVE-IN DATE: _____

NAME: (First) _____ (Last) _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

EMAIL ADDRESS: _____

LOCATION(S): (if a specific location is not circled, you will not be sent any wish list properties in that area)

GREATER SACRAMENTO: East / South / North/ Downtown / Rio Linda / Natomas / Rancho / Elk Grove / Antelope
Citrus Heights/Roseville / Woodland / Davis / North Highlands / Folsom

WEST SACRAMENTO: Gateway / Southport / Bridgeway Lakes / Broderick / West Capitol

OTHER AREAS: _____

BEDROOMS: _____ **BATHROOMS:** _____ **1 Story** **2 Stories** **SQ. Ft.** _____

DOWNSTAIRS NEEDS: BEDROOM FULL BATHROOM ½ BATHROOM WALK-IN SHOWER TUB

GARAGE: 1 2 3 **CENTRAL HEAT & AIR:** YES NO

BACK YARD: YES NO **FENCED** **POOL:** YES NO

RENT RANGE: Min. \$ _____ Max. \$ _____

PETS: YES NO **HOW MANY?** _____ **BREED:** _____

LEASE TERM: 6 9 12 **TOTAL # IN HOUSEHOLD:** _____

PROPERTIES INTERESTED IN: _____

HOW DID YOU HEAR ABOUT US?

TRULIA ZILLOW HOTPADS CRAIGSLIST S&S SIGNS FACEBOOK

WESTSACRENTALS.COM OTHER: _____ REFERRED BY: _____

Please visit our website every Tuesday and Friday afternoon for property updates.

Phone: (916) 371-1870 Fax (916) 371-4929 Email: westsacrentals@gmail.com Website: westsacrentals.com

NDrive>Application-Info>Application>WishList