

# **ATTENTION APPLICANTS**

All are welcome to apply.

**The application fee will increase to \$45 per applicant effective January 1, 2023.**

You may submit an application at any time to our office for a specific property. Applications may be picked up from our office or downloaded from our website at [www.westsacrentals.com](http://www.westsacrentals.com).

Unfortunately, we do not have a means to complete the application online.

You are welcome to download the .PDF application from our website, [westsacrentals.com](http://westsacrentals.com) > RENTAL APPLICATION, and complete it electronically.

You may email completed applications and all required documents, or you may print the application and submit paper copies of the application along with all required documents.

Incomplete applications will NOT be accepted. If an application is not complete, whether it be missing information or missing documentation, the application will not be accepted by our office staff.

**NO EXCEPTIONS!**

Please be aware that we only accept a maximum of THREE applications per available property/unit. The status of any property can change multiple times per day. You may contact our office prior to submitting an application to confirm availability.

Applications may not be filled out in the office. S&S staff members are unable to assist applicants with filling out their application and cannot provide translation services. S&S staff cannot provide copying/printing service. WIFI access is not available to the public.

**- S&S Property Management**

## Instructions to Apply

**PHONE: (916) 371-1870**  
**FAX: (916) 371-4929**  
**EMAIL: WESTSACRENTALS@GMAIL.COM**  
**WEBSITE: WESTSACRENTALS.COM**

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. The items listed below are required for all applications. We have provided a checklist of the required items for your convenience. **All required documents must be submitted together at the time the Application to Rent is submitted. Please provide copies of the listed documents and submit them in the order listed below.** S&S Property Management cannot return original documents. All information obtained by S&S Property Management is held confidential and must be kept on file.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

#### **Check items below as you have completed:**

- Completed Application-** The application form for each individual must be entirely filled out, leaving no blank sections. It is not the responsibility of S&S Property Management to obtain contact information for you.
- Verification of ID-** The ID of each applicant must be verified with a valid government issued ID. Expired documents are not valid. **If you submit a copy of the ID, the copy will be shredded after it is verified.**
- Proof of Housing Payment-** Most recent 2 months cancelled checks, money order receipts, tenant ledger, rent receipts from your landlord, mortgage statements, or transaction record of electronic person-to-person payments.
- Proof of current address-** A utility bill from PG&E, SMUD, cable, telephone, cell phone bill OR any piece of mail in your name that shows your address. Pay stubs and bank statements cannot be used in place of proof of current address.
- Verification of Income-**  
**If you are an employee:** ONE MONTH'S MOST RECENT pay stubs, reflecting your net income and pay periods.  
**If you are an independent contractor or self-employed:** THREE MONTH'S MOST RECENT bank statements that reflect your income (shown as deposits) and a copy of your most recent tax year tax document (1099, Schedule C, current quarterly profit and loss, etc.)  
**EDD:** A copy of your most recent award letter or payment history.  
**Other Verifiable Income:** A copy of your most recent and valid Benefit Letter, Award letter, or other document showing proof of income paid to the applicant, a representative of a tenant, or on behalf of a tenant.  
**Proof of Housing Assistance:** A copy of your current Award Letter or Voucher, and income calculation worksheet if applicable.
- Bank Statements-** TWO MONTH'S MOST RECENT bank statements including all numbered pages, even if blank. Account numbers may be blocked out or removed for your security. Your name must appear on the statements.
- Application Fee-** \$45.00 per applicant. S&S Property Management will verify receipt of all required documents prior to collecting payment. S&S Property Management staff will not review any documents or begin processing the application in any way until all required documents have been submitted and the application fee has been paid in full.

**Thank you for applying with S&S Property Management Company!**

# Criteria for Tenancy

Thank you for considering S&S Property Management! All are welcome to apply for any available property. Applications must meet the eligibility requirements outlined in the following Criteria for Tenancy.

## ***Application Requirements***

1. \* Applications will only be accepted for available properties.
2. \* **Incomplete applications will not be accepted.**
3. \* All proposed occupants 18 years of age or older, and emancipated minors must submit a complete *Application to Rent* including all required documents.
4. \* All required documents must be submitted together at the time the *Application to Rent* is submitted.
5. \* The *Application to Rent* must be entirely filled out, leaving no blank sections, dated, and signed.
6. \* All proposed occupants must be listed on the application.
7. All pets and animals must be listed on the application with basic identifying information and a photo of each animal must be submitted with the application.

## ***Application Fee***

1. The application fee is \$45.00 per applicant, itemized as follows:
  - Actual cost of obtaining the credit report = \$10.00
  - Administrative cost, including time and materials = \$35.00
2. \* The application fee must be paid prior to processing the application. S&S Property Management will not review any documents or begin processing the application in any way until all required documents have been submitted and the application fee has been paid in full.

## ***Screening***

1. Applicant acknowledges and accepts that S&S Property Management represents the owner of the property for which applicant is applying.
2. Applications are accepted and processed on a first come, first served basis.
3. \* The identity of each applicant must be verified with a valid government issued photo ID prior to processing.
4. \* Accurate contact information must be provided for all references. S&S Property Management will make a reasonable attempt to verify the information pertinent to eligibility only. Verification must come from a third-party source.
5. Household members may not be added or removed from the application. Any change in household members will require a new application.
6. Non-financially responsible adults must meet all eligibility requirements except those listed under Income Requirements.

## ***Income Requirements***

1. \* Household net monthly income must equal 3 times the stated monthly rent for a house, duplex, multiplex, condo, or townhouse.
2. \* Household net monthly income must equal 2.5 times the stated monthly rent for a studio, loft, or apartment.
3. Qualifying income must be lawful, verifiable, paid to a tenant, a representative of a tenant, or on behalf of a tenant.
4. Applicants receiving housing assistance must submit verifiable proof of eligibility and must meet all qualification requirements.
5. Irregular or temporary income is not verifiable.
6. No unpaid balance owed to any utility provider (gas, electric, cable, phone, internet).
7. No bank account with a negative statement balance
8. No bank account with 3 or more overdrafts or NSF's year-to-date.

### ***Residence History Requirements***

1. Minimum 3 years verifiable residence and housing payment history.
2. No more than 1 late rent or mortgage payment or NSF reported in the last 12 months.
3. \* No housing payment history reported with 5 or more delinquent payments in the last 3 years.
4. \* No current unpaid balance owed to a property management company or landlord.
5. \* No collection or judgement reported by a housing provider in the last 10 years.
6. \* No unlawful detainer or eviction filed in the last 10 years.
7. \* No report of property damage, lease violation, or disturbance.

### ***Credit Requirements***

1. Minimum 1 year credit history reporting 1 open account with no late payments or past due balance.
2. \* No collection filed by a housing provider in the last 10 years.
3. \* No bankruptcy reported as not discharged.
4. \* No repossession reported.
5. Overall credit utilization may not exceed 75% (calculated by dividing total revolving credit balance by total revolving credit limit).
6. No unpaid charge off exceeding \$250 reported.
7. No more than 2 paid charge offs reported in the last 3 years.
8. No more than 1 unpaid collection exceeding \$250 reported.
9. No more than \$499 in collections reported in the last 3 years.
10. No more than 3 late payments reported on any 1 account within the last 3 years.
11. No more than 3 accounts reporting 2 or more late payments in the last 3 years.

### ***Megan's Law Database Disclosure and Crime Statistics***

Renters are advised that pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet website maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and Zip Code in which the offender resides. Renters are also advised that S&S Property Management does not keep crime records and cannot verify neighborhood conditions. Applicants interested in acquiring such information should contact the local police.

### ***Move-In Requirements***

- 1. Applicants that fail to meet any Criteria indicated by a \* will not be considered.**
2. At least 1 household member must view the interior of the property prior to final approval of the application. Viewing a property is not a guarantee that an application has been accepted or approved.
3. Non-resident co-signers will not be accepted.
4. The security deposit must be paid in full no later than the end of the second business day following final approval of the application.
5. First month's rent must be paid no later than 10 business days following payment of the security deposit, or upon the available date, whichever is later.
6. Proof of renter's insurance must be submitted prior to move-in and must meet the minimum requirements set forth by S&S Property Management.

***By signing below, the applicant acknowledges that the applicant has read and agrees to the eligibility requirements outlined in the above Criteria for Tenancy.***

Applicant Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

# 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?	DESCRIBE:
HOW MANY?						

A	Present occupation or source of income	Employer name
	How long with this employer	Supervisor's Phone # (    )
	Name of your supervisor	City, State ZIP
B	Prior occupation	Employer name
	How long with this employer	Supervisor's Phone # (    )
	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
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**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 \$ 45.00, 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): \$35.00

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](mailto:westsacrentals@gmail.com)**

S&S Property Management Company  
1112 Jefferson Blvd.  
West Sacramento, CA 95691

Approval Amount  
House/Duplex /Condo: \_\_\_\_\_  
Apartment: \_\_\_\_\_

### Wish List

**This information may be used to inform you of upcoming listings in the event that you are unable to secure the initial property you are applying for.**

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](mailto:westsacrentals@gmail.com) Website: [westsacrentals.com](http://westsacrentals.com)