

S&S

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

ATTENTION APPLICANTS - Before You Begin:

All are welcome to apply.

ONLINE APPLICATION COMING SOON! Thank you for considering S&S Property Management Company. Applications may be submitted at any time for a specific available property. Applications for each household member 18 years of age or older and all supporting documents must be submitted together. The combination of all complete applications for a household is considered ONE application.

An application is not required prior to touring an available property. Prospective applicants may contact our office prior to submitting an application to confirm availability.

Applications must be submitted with the following documents to be accepted and considered complete:

- Photo ID
- Proof of Housing Payment – 2 months
- Proof of Income
- Proof of Current Address
- Bank Statements – 2 months

For more information, see the "Instructions to Apply Checklist" (physical application) or the "Attach Documents" page (online application).

- For qualification requirements, see the Criteria for Tenancy attached to all physical applications, and found under "Terms of Agreement" on the "Review and Confirm" page of the online application.
- Submitting false financial statements, including doctored bank statements, is a crime. Application documents are reviewed by staff trained to identify altered documents.
- If an incomplete application is submitted, whether it be missing information or required documents, the application will not be considered accepted and will not be applied toward an available property.
- Submitting an incomplete application does not hold a place in line for an available property. Applicants that submit incomplete applications will have 2 business days to submit missing information and/or documents.

We value your business and we will do our best to process your application in a timely manner. S&S Property Management Company staff will not begin qualifying the application in any way until all required documents have been submitted and the application fee has been paid.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

The items listed below are not optional and are REQUIRED for all applications. The documents must be submitted together as a complete packet. Applicants applying together must submit all completed applications together.

Applicants must provide COPIES of the required documents in the order listed below.
Screenshots of documents will not be accepted.

- 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. A Social Security number is NOT required. If you submit a copy of the ID, the copy will be shredded after it is verified.
- Proof of Housing Payment:** Most recent 2 MONTH'S rent receipts signed by a landlord, tenant ledger, mortgage statements, money order receipts, cancelled checks, or transaction record of electronic person-to-person payments.
- Proof of Current Address:** Any piece of mail addressed to the applicant at the current residential address. Pay stubs and bank statements cannot be used as proof of current address.
- Proof of Income:**
 - **If you are an employee:** The most recent 1 MONTH of pay stubs available to you. The most recent pay stub may not be for a period more than one month past. "Cash Under-the-Table" income is not verifiable.
 - **If you are an independent contractor or self-employed:** The most recent 3 MONTH'S bank statements from the account that reflects 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/benefit letter and 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:** Most recent 2 MONTH'S bank statements including ALL numbered pages, even if blank. Account numbers may be blocked out or removed for your security. Transaction/account history printouts will not be accepted in place of statements.
- Signed Criteria for Tenancy**
- Application Fee:** \$45.00 per applicant. 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.

S&S Property Management cannot return original documents and does provide copying/printing or translation services. All information obtained by S&S Property Management is held confidential and must be kept on file.

Applications may not be filled out or compiled in the S&S Property Management office.

The application and all required documents may be submitted by email to

westsacrentals@gmail.com

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. 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.

_____ 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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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 Website: westsacrentals.com