

# Rental Application - Before You Begin:

## All are welcome to apply.

- Applications may be submitted at any time for a specific available property, and may only be applied toward a single property at a time. Prospective applicants may contact our office prior to submitting an application to confirm availability.
- For qualification requirements, see the Criteria for Tenancy found under "Terms of Agreement."
- Applications must be submitted with all applicable required documents outlined in the "Instructions to Apply."
- 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.
- 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.
- Submitting false financial statements, including doctored bank statements, is a crime. Application documents are reviewed by staff trained to identify altered documents.
- Applications may not be filled out or compiled in the S&S Property Management office. S&S Property Management does not provide copying/printing or translation services, and cannot return original documents. All information obtained by S&S Property Management is held confidential and must be kept on file.
- The application fee must be paid prior to processing the application. S&S Property Management will not review any documents or begin qualifying the application in any way until all required documents have been submitted and the application fee has been paid in full.

The application and all required documents may be submitted online at  
**[westsacrentals.com](http://westsacrentals.com)**

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.



# Instructions to Apply - Attach Documents

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

The items listed below are not optional and are **REQUIRED** for all applications. Applicants must provide COPIES of the required documents in the order listed below. Screenshots of documents, except rental portal or person-to-person rental payment transactions, 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 any missing information.

**Verification of ID:** The ID of each applicant must be verified with a valid, government issued photo 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 the applicant's identification information 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, Schedule 1, Federal Tax Return, 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 an applicant, or on behalf of an applicant.

**Proof of Housing Assistance:** A copy of your current Voucher, Yolo County Voucher Estimator, or Award Letter, **and** income calculation worksheet when applicable.

**Bank, Debit Card, or Payment Card Statements:** Most recent 2 MONTH'S statements including ALL numbered pages, even if blank. Account numbers, except the last 4 digits, may be blocked out or removed for your security. Transaction/account history screenshots or printouts will not be accepted in place of statements.

**Application Fee:** Payment of an application fee is required to screen each applicant, and must be paid prior to processing the application. The fee may be paid by credit card, cash, cashier's check, or money order. The total amount of the fee is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable = **\$15.00**
2. Administrative cost to obtain, process and verify screening information which may include staff time and other soft costs = **\$30.00**
3. **Total fee for applications subject to credit history review = \$45.00**
4. Total fee for applications not subject to credit history review = \$30.00

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

FOR OFFICE USE ONLY:
DATE / TIME RECEIVED
RECEIPT #

# Rental Application

**All sections MUST be filled in. If a section does not apply, write N/A. All required documents must be submitted with your application. Any missing info/documents will cause your application to be considered incomplete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

## YOU ARE APPLYING TO RENT

PROPERTY ADDRESS	UNIT #	RENT AMOUNT	DESIRED MOVE-IN DATE
CITY	STATE	ZIP CODE	HOW DID YOU HEAR ABOUT US?
	CA		

## YOUR CONTACT & PERSONAL INFO

We need this information to run credit and background checks. Everything submitted in this application is stored securely.

LEGAL FIRST NAME	MIDDLE	LAST NAME	SUFFIX
MOBILE PHONE NUMBER	EMAIL ADDRESS		
HOME OR ALTERNATE PHONE NUMBER	DATE OF BIRTH	GOVERNMENT ISSUED ID#	ISSUED BY

## WHERE YOU'VE LIVED

Most recent 3 years residence history required, including landlord contact information. If needed, attach an additional page to include ALL previous addresses. If you are the property owner, input the monthly mortgage amount in place of monthly rent. It is not the responsibility of S&S Property Management Company to obtain, or have on file, accurate contact information.

<b>CURRENT ADDRESS</b>	UNIT #	CITY	STATE	ZIP CODE
LANDLORD	LANDLORD EMAIL ADDRESS		LANDLORD PHONE NUMBER	
RENT / MORTGAGE \$	RESIDED FROM	REASON FOR MOVING		
<b>PREVIOUS ADDRESS</b>	UNIT #	CITY	STATE	ZIP CODE
LANDLORD	LANDLORD EMAIL ADDRESS		LANDLORD PHONE NUMBER	
RENT / MORTGAGE \$	RESIDED FROM	RESIDED TO	REASON FOR MOVING	
<b>NEXT PREVIOUS ADDRESS</b>	UNIT #	CITY	STATE	ZIP CODE
LANDLORD	LANDLORD EMAIL ADDRESS		LANDLORD PHONE NUMBER	
RENT / MORTGAGE \$	RESIDED FROM	RESIDED TO	REASON FOR MOVING	

## OCCUPANT INFORMATION

Co-Applicants are other individuals who are age 18 or older that will be residing in this unit/house. Each Co-Applicant must submit their own application and will sign the lease. Other Occupants are individuals who will live in the unit/house but will not sign the lease (e.g. a minor or child). Occupants age 18 or older must be listed as Co-Applicants. If needed, attach an additional page to include ALL proposed household members.

NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT	NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT
NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT	NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT
NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT	NAME <input type="checkbox"/> CO-APPLICANT <input type="checkbox"/> OTHER OCCUPANT

<b>PETS</b>	HOW MANY?	NAME	TYPE/BREED	WEIGHT	AGE
<input type="checkbox"/> YES					
<input type="checkbox"/> NO					

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<b>YOUR INCOME</b>			
EMPLOYER NAME	POSITION HELD	YEARS WORKED	MONTHLY SALARY \$
EMPLOYER ADDRESS		CITY	STATE ZIP CODE
SUPERVISOR NAME	SUPERVISOR EMAIL ADDRESS		EMPLOYER PHONE NUMBER

<b>ADDITIONAL INCOME SOURCES</b>	
INCOME SOURCE NAME	MONTHLY INCOME \$
INCOME SOURCE NAME	MONTHLY INCOME \$
INCOME SOURCE NAME	MONTHLY INCOME \$

<b>EMERGENCY CONTACT</b>		
Please provide complete details of an emergency contact <b>not</b> living with you.		
NAME	RELATIONSHIP	PHONE NUMBER
ADDRESS (CITY, STATE, ZIP)		EMAIL ADDRESS

<b>VEHICLES</b>				
MAKE	MODEL	YEAR	COLOR	LICENSE #
MAKE	MODEL	YEAR	COLOR	LICENSE #

Are you applying with a government rent subsidy?  YES  NO

If you have a government rent subsidy, do you choose to exclude your credit history from consideration? Please refer to the Terms of Agreement / Criteria for Tenancy for more information.  YES  NO

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?  YES  NO Please explain:

Is any animal residing with you considered a support or service animal? Attach ESA Letter, if applicable.  YES  NO  
Please explain:

Do you have a water bed, an aquarium or any other water filled furniture?  YES  NO Please explain:

Would you like to receive a receipt for the application fee by email? If you check NO, or if you do not provide a valid email address, your receipt will be mailed to the present address listed on the application.  YES  NO

**TERMS OF AGREEMENT**

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**

- \* Incomplete applications will not be accepted.**
- \* Applications will only be accepted for available properties.**
- \* All proposed occupants 18 years of age or older must submit a complete *Rental Application* including all required documents.**
- \* All required documents must be submitted together at the time the Rental Application is submitted.**
- \* The Rental Application must be entirely filled out, leaving no blank sections, dated, and signed.**
- \* All proposed occupants must be listed on the application.**
- 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.**



## **SCREENING**

8. Applicant acknowledges and accepts that S&S Property Management represents the owner of the property for which applicant is applying.
9. Applications are accepted and processed on a first come, first served basis. Incomplete applications do not hold a place in line for an available property.
10. \* The identity of each applicant must be verified with a valid government issued photo ID prior to processing.
11. \* 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.
12. Any change to proposed household members will render the application incomplete.
13. Non-financially responsible adults must meet all eligibility requirements except those listed under Income Requirements.
14. Non-resident co-signers will not be accepted.
15. Applicants applying with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements, instead of considering the applicant's credit history.
16. **REFUND POLICY** - It is the responsibility of the applicant to review the qualification requirements and verify the availability of a property before applying. The processing and verification of screening information portion of the application fee is NON-REFUNDABLE. The credit report portion of the application fee is only refundable if S&S Property Management does not request a credit screening report. Paying an application fee does not guarantee approval or availability of a property.

## **RESIDENCE HISTORY REQUIREMENTS**

17. \* Minimum 1 year verifiable housing payment history.
18. Minimum 3 years verifiable residence history.
19. \* No unlawful detainer or eviction filed in the last 10 years.
20. \* No current unpaid balance owed to a property management company or landlord.
21. \* No collection or judgement reported by a housing provider in the last 10 years.
22. \* No report of property damage, lease violation, or disturbance.
23. \* No housing payment history reflecting 5 or more delinquent payments in the last 3 years.
24. No more than 1 late rent or mortgage payment or NSF reported in the last 12 months.
25. COVID-19 rental debt, reported between March 1, 2020 through September 30, 2021, is not considered as a negative factor when screening the application.

## **INCOME REQUIREMENTS**

26. \* Qualifying income must be lawful, verifiable, paid to a tenant, a representative of a tenant, or on behalf of a tenant.
27. \* Household verifiable, gross monthly income must equal 3 times the stated monthly rent for a house, duplex, multiplex, condo, or townhouse; 2.5 times the stated monthly rent for a studio, loft, or apartment.
28. \* Applicants with a government rent subsidy or other rental assistance must submit verifiable proof of eligibility and must meet all applicable S&S Property Management's qualification requirements. Household verifiable, gross monthly income must equal 3 times the applicant's portion of the rent.
29. No bank account reflecting 3 or more overdrafts or NSFs year-to-date, or negative ending statement balance.

## **CREDIT REQUIREMENTS**

29. Minimum 1 year credit history with at least 1 account opened in the past 3 years reflecting no late payments.
30. \* Any bankruptcy reported must be discharged.
31. \* No repossession reported.
32. No unpaid balance owed to any utility provider (gas, electric, cable, phone, internet).
33. No unpaid charge off exceeding \$499 reported in the last 3 years.
34. No more than 1 unpaid collection exceeding \$250 reported in the last 3 years.
35. No more than \$499 in collections reported in the last 3 years.
36. No more than 3 late payments reported on any 1 account within the last 3 years.
37. No more than 3 accounts reporting 2 or more late payments in the last 3 years.
38. Overall revolving credit utilization may not exceed 75%.



## **PET POLICY**

39. Pets are not allowed without prior approval. The number of pets allowed, size, and/or breed restrictions may be in place due to the property owner's Homeowner's Insurance carrier and/or Home Owner's Association rules.
40. Applicant agrees to allow a representative of S&S Property Management to meet any proposed pets prior to approval.
41. Approval for pets may be conditional upon receipt of an additional deposit, when allowed by law.
42. Verified Service and Support Animals are exempt from restrictions for pets.

## **APPROVAL REQUIREMENTS**

- 43. Applicants that fail to meet any Criteria indicated by a \* will not be considered.**
44. Applicants that fail to meet up to 3 Criteria items, may be considered with conditional acceptance which may include an additional deposit requirement, when allowed by law, or advance payment of no less than 6 months rent.
  45. An application is not required prior to touring an available property, however, at least 1 household member must tour the interior of the property in person, or by video, prior to final approval of the application. Touring a property is not a guarantee that an application has been accepted or approved.
  46. Upon final approval of the application, the security deposit must be paid, in full, no later than the end of the second business day following notice to the applicant of final approval.
  47. Along with payment of the security deposits, applicant must submit valid ID documents for all household members.
  48. Upon final approval of the application, the applicant must sign a Lease Agreement within 10 business days of notice of the applicant's acceptance, or upon the property's available date, whichever is later. First month's rent is due, in full, no later than the commencement of the Lease Agreement.
  49. Proof of renter's insurance must be submitted prior to, or upon, move-in and must meet the minimum requirements set forth by S&S Property Management.

## **AUTHORIZATION & ACKNOWLEDGMENT**

By signing your full name below, you declare that all your statements in this application are true and complete. If you fail to answer any question or give false information, the property may reject your application, retain all fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.

By submitting this application, you are directing and authorizing S&S Property Management to verify the information you've provided and obtain additional background information about you through any means, including (i) using a third party consumer reporting agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, to prepare a consumer report or an investigative consumer report and/or (ii) verifying information by contacting personal and professional references, employers and other rental housing owners. You further direct and authorize S&S Property Management to obtain from any law enforcement agency, present or past employer or supervisor, landlord (as allowed by law), finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that any such entities may have concerning your status as a registered sex offender (as allowed by law), criminal history (as allowed by law), motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature. Preparation of all consumer reports and investigative consumer reports will follow federal, state and local laws and regulations.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history (as allowed by law), education, and employment. You also acknowledge that the AppFolio, Inc. Privacy Policy is available to you upon request.

I understand that if I want a copy of this Applicant Authorization, I may make a copy or request a copy by contacting S&S Property Management. I understand that I may request a copy the Summary of Your Rights Under the Fair Credit Reporting Act by contacting S&S Property Management. By signing below, I acknowledge that:

- I have received and read a copy of the Terms of the Agreement
- I am authorizing S&S Property Management to conduct the background check(s) described above.

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

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

