



Common Place Rentals

WELCOME HOME!

RENTAL QUALIFICATION CRITERIA

1. All applications are processed by verifying information on four basic categories: Credit Score, Residential History, Employment History, and Income. Each applicant is assigned points from 0-10 in each category (a total of 40 overall points are possible).
2. All applicants must meet the minimum overall score of 22 points and have a MINIMUM FICO score of 550. If an applicant does not have a minimum FICO score of at least 550, a qualified co-signer may be used.
Additional criteria for co-signers are as follows:
 1. Only accepted Co-signers are the applicant's mother, father, sister or brother
 2. Co-signer must have a minimum FICO score of 725
 3. Co-signer must have an income of at least 4 times the monthly rent
3. Applicants who have a total score of 17 or less may use a co-signer as long as they do NOT fall under any of the "Immediate Disqualifications" categories.
4. Applicants who have a total score of 18, 19, 20 or 21 and have a FICO score of 550 or greater may also qualify if they pay additional deposits. The additional deposit(s) would equal \$100 for each point needed to reach the minimum total score of 22. (example: a score of 20 would require an additional \$200 deposit)
5. Any delinquent accounts or collection accounts will be evaluated on a case by case basis.
6. Special Circumstances such as: Out-of-town job transfers (within the same industry), military personnel, individuals who are retired, recently-graduated trade school or university students entering employment in their area of study, social security recipients, as well as, homemakers will be given 6 points for "Employment History."
7. Where more than one applicant is applying for a single unit, the scores will be averaged, i.e. added together and divided by the number of roommates in order to determine if they qualify. The score for income will be combined as one score; this is the only number that would not be divided.
8. All applicants and residents at least 18 years old must complete an application and must meet the qualification standards of this rental criteria. The only exception is for dependents of residents 18 years and older who are living with legal guardian(s) and who can verify they are full time students at local high schools and/or colleges. Those dependents must fill out an application, but do not need to meet any rental criteria on our matrix. They are, however, subject to the standards outlined in the "Immediate Disqualifications" categories.

IMMEDIATE DISQUALIFICATIONS

1. Any court ordered eviction, or any judgments against you for financial delinquency to any landlord within the past 10 years will be terms for disqualification.
2. Any criminal conviction for violent crimes, robbery, sex crimes, or drug-related activity within 10 years of completion of sentence will be disqualified.
3. Any conviction for property-related crimes including burglary, breaking & entering, vandalism, etc., within 6 years of completion of sentence will be disqualified

☐ Tenant
☐ Guarantor

Name of Applicant:

APPLICATION TO RENT

All sections must be completed. Individual applications are required from each occupant 18 years of age or older, unless instructed otherwise by Landlord. If any occupant over the age of 18 is not intended to be a signatory to the Rental/Lease Agreement, please contact Landlord regarding their policy prior to completing this Application.

(To be completed by Landlord) Applicant is applying to rent the premises designated as:

Unit. No. (if applicable) _____ Located at _____

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY									
Last Name		First Name		Middle Name		SSN or ITIN			
Other names used in the last 10 yrs.			Work phone number ()		Home phone number ()				
Date of birth		E-mail address			Mobile/Cell phone number ()				
Photo ID/Type		Number		Issuing Gov.		Exp. date		Other ID	
Present address				City		State		Zip	
Date in		Date out		Landlord Name			Landlord phone number		
Reason for moving out						Current rent \$ /Month			
Previous address				City		State		Zip	
Date in		Date out		Landlord Name			Landlord phone number		
Reason for moving out						Rent at move-out \$ /Month			
Next previous address				City		State		Zip	
Date in		Date out		Landlord Name			Landlord phone number		
Reason for moving out						Rent at move-out \$ /Month			

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY (CONTINUED)				
Proposed Occupants: List all in addition to yourself	Name		Name	
	Name		Name	
	Name		Name	
	Name		Name	



☐ Tenant
☐ Guarantor

Name of Applicant:

PART 2 – INCOME

Income from Employment (If no income is received from employment, write N/A)

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	
Current gross employment income amount: \$	(check one) Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your financial institution	Branch or address	Account Number	Type of Acct



☐ Tenant
☐ Guarantor

Name of Applicant:

PART 3 – ASSETS & LIABILITIES (CONTINUED)

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		()	
		()	
		()	
		()	
		()	

PART 4 – EMERGENCY CONTACT(S)

In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone
1.			
2.			

PART 5 – REFERENCES

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				



☐ Tenant
☐ Guarantor

Name of Applicant:

PART 6 – MISCELLANEOUS INFORMATION

Vehicles

Automobile #1	Make:	Model:
	Year:	License #:
Automobile #2	Make:	Model:
	Year:	License #:
Other motor vehicles (list all):		

Other Information

Have you ever filed for bankruptcy? ☐ No ☐ Yes
If yes, explain:

Have you ever been evicted or asked to move? ☐ No ☐ Yes
If yes, explain:

Do you have pets? ☐ No ☐ Yes
If yes, describe:

Do you have a waterbed? ☐ No ☐ Yes
If yes, describe:

How did you hear about this rental?



- ☐ Tenant
☐ Guarantor

Name of Applicant:

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

- ☐ Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Agency 1:

Name of Agency

Address of Agency

Agency 2 (if applicable):

Name of Agency

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

- ☐ I would like to receive a copy of the report(s) that is/are prepared.

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.



- ☐ Tenant
☐ Guarantor

Name of Applicant:

PART 8 – CONSIDERATION OF CREDIT HISTORY

Important Information, read carefully:

Under California law, applicants 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.

If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.

Option 1: Consideration of Credit History

If you either:

- Do NOT have a government rent subsidy OR
- Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history

Applicant: read and check the box below.

Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.

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Option 2: Alternative Evidence of Ability to Pay (This option is ONLY available to government rent subsidy recipients)

If you both:

- DO have a government rent subsidy AND
- Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history

Applicant: read and check the box below.

Applicant authorizes the Landlord to obtain reports other than credit reports, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history.

Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.

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By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request. Applicant authorizes Landlord to obtain the reports indicated in Part 8 of this Application. Applicant further consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Date

Applicant (signature required)



☐ Tenant
☐ Guarantor

Name of Applicant:

TO BE COMPLETED BY LANDLORD – SCREENING FEE DISCLOSURE AND ITEMIZATION

Landlord ☐ does ☐ does NOT require payment of a screening fee. If payment of a screening fee is not required, this portion of the Application may be left blank.

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is specified below. As required by California Civil Code Section 1950.6, Landlord's screening process complies with at least one of the policies indicated below (*check one*):

☐ **First Qualified, First Approved.** Landlord's written screening criteria are provided together with this Application. Completed applications are considered in the order received, and the first applicant who meets Landlord's screening criteria will be made an offer to rent. Applicants are not charged a screening fee unless or until their application is actually considered. In the case of payment of a screening fee tendered by cash, check, or money order at the time the Application is submitted, such payment will not be deposited or cashed, as applicable, unless this Application is actually considered. In the case of payment of a screening fee tendered by credit or debit card, payment may be authorized and a hold placed at the time the Application is submitted but such payment will not be charged unless this Application is actually considered. In the event Landlord inadvertently charges screening fees to multiple applicants as the result of concurrent submissions, Landlord will refund the screening fee within 7 days to any applicant whose application is not considered, except as otherwise agreed by applicant. Landlord is not required to refund a screening fee to an applicant whose application is denied, after consideration, because the applicant does not meet the landlord's established, written screening criteria.

☐ **Refund to Denied Applicants.** Landlord will return the entire screening fee to any applicant who is not made an offer to rent, regardless of the reason, within 7 days of selecting an applicant for tenancy or 30 days of when the application was submitted, whichever occurs first.

Total fee for applications subject to credit history review (Applicable for Applicants who selected Option 1 in Part 8 of this Application)	Total fee for applications subject to review of alternative evidence of ability to pay (Applicable for Applicants who selected Option 2 in Part 8 of this Application)
\$	\$

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

Actual cost for screening reports inclusive of credit history (Applicable for Applicants who selected Option 1 in Part 8 of this Application)	Actual cost for screening reports NOT including credit history (Applicable for Applicants who selected Option 2 in Part 8 of this Application)
\$	\$

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)

\$ _____

3. \$ _____ of the screening fee shall be paid directly to Landlord and \$ _____ shall be paid

directly to _____, which provides screening services, including but not limited obtaining screening reports, on Landlord's behalf.



☐ Tenant
☐ Guarantor

Name of Applicant:

Option to receive receipt by email. ☐ (*Landlord check only if applicable*) If box is checked, Applicant can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here: _____
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

