

Tenant Application Policies and Procedures

We have 72 business hours to approve your application.

Please get all information to us immediately to help expedite the application process.

The application fee is \$42.06 per applicant. Applicants must be 18 years of age or older unless emancipated by being married, being on active military duty or by a court of law. **Anyone 18 years of age or older who will be living on the premises is required to submit an application and go through the application process.** All applicants under 18 years of age will be listed as occupants. CASH or CREDIT CARD ONLY is accepted as payment of the application fee.

Please fill out the application accurately, completely, honestly and remember to include your signature. Incomplete or inaccurate applications are grounds for denial.

1. Verifiable Proof of Income is required. We accept (A) 2 consecutive months of current pay check stubs (B) Last years tax filing forms (if the employer is the same) (C) 2 consecutive months of current court ordered child support and / or alimony (D) 2 consecutive months of current student aide (E) 2 consecutive months of unemployment benefits (F) 2 consecutive months of disability or social security.
2. Approved Credit is required. Only credit checks ran through CENTURY 21 Award will be accepted. Credit must meet the following: (A) Score must be 600 or higher (B) No evictions or foreclosures on record (C) No current bankruptcies (two years from the date applying)
3. Minimum monthly gross income requirements are as follows:

Studio / 1 bd	1.5 x's rent
2 bd	2 x's rent
3 bd (+)	2.5 x's rent

4. Positive Rental History is required. Positive mortgage history is accepted in lieu of rental history. (A) Must not have paid rent / mortgage late more than twice with any listed landlord. (B) Must have no outstanding late fees or rent owed with current landlord / past landlord / bank. (C) No Unlawful Detainer filed by Landlord or Bank Foreclosure on home. (D) No history of disturbing other residents or of destroying property. *Applicants must provide bank statements or loan statements that verify mortgage history.

To hold the property off the market during the application process, **you may submit a \$200.00 holding deposit (money order or cash only) along with all completed applications.** This is applied toward the security deposit if your application is approved. If you are not approved, the holding deposit will be returned to you within three business days.

After approval of application, the applicant has **24 hours to submit the full security deposit (money order or cash only)** or the property will be offered to the next qualified tenant or put back on the rental market.

If a co-signer is applicable, we only accept local co-signers who qualify according to the same written Application Policies and Procedures above, no exceptions.

PLEASE FAX APPLICATION TO 619-471-2050.

ATTN: Property Management/ Rental Referral

You may also submit to our Office at 2355 Northside Dr. #300 San Diego, CA 92108. Monday thru Friday from 8:00 am to 4:30 pm. OFFICE: (619) 471-2201