

# Application Process

**Fill Out Rental Application:** Each adult (persons 18 years and older) living in the rental unit must complete and sign one rental application. They **must answer all** the questions on the form and provide income documentation. Application can be downloaded from [www.apts4rent.org](http://www.apts4rent.org)

**Submit Application and Processing Fee:** The completed application can be sent via email, fax or delivered to the managers. There is a mail slot at one of our offices allowing you to drop off applications outside of normal business hours. Please call [408-661-3900](tel:408-661-3900) for location.

You may pay the application fee by certified funds or money order with your application. They are to be made payable to the apartment complex you are applying for.

**Email to:** [acc4700@gmail.com](mailto:acc4700@gmail.com) or [apts4rent.org@gmail.com](mailto:apts4rent.org@gmail.com)

**Fax to:** 408-295-0128

Each application **must include:**

- Copy of Government Issued ID (Ex: License, passport...)
- A \$25 (per adult), non-refundable rental application fee payable to the apartment complex you are applying for (We cannot take cash or personal checks, must be in certified funds such as Cashier's check or money order)
- Income Documentation
  - Copies of the two most recent paycheck stubs
  - If self-employed, copies of the two most recent years of income tax returns
  - Documents supporting recurring income from other sources
- Answers to **ALL** questions- Do not leave any blanks
- Please make sure to identify which property you are applying for
- Provide Birthdates next to Proposed Occupants under 18
- Signature from applicant(s) - There are 2 signatures one on the 2<sup>nd</sup> page, one on the 4<sup>th</sup> page.

**To qualify** for a unit, you must meet the following criteria:

- Your credit record must currently be satisfactory. If your credit history shows any derogatory credit, we may reject your application.
- Your combined monthly gross income should be at least *3 times* the monthly rent and must be verifiable.
- You must have satisfactory rental references from at least two prior landlords or for at least the last two years. If you have ever been evicted or sued for any lease violation, we may reject your application.

**Application Processing:** We will check your credit, income and rental references to confirm that they meet our rental criteria. The processing of an application begins from when we receive a complete application and processing fee payment. Incomplete applications or missing payment will delay the start processing.

**Approval & Lease Signing:** If your application is approved, you will have 24 hours to come into our office to pay the security deposit and first month's rent, bring the security deposit and first month's rent amount in the form of a cashier's check or money order and photo identification.

Leases are now emailed out and can be signed digitally. Without the funds we will continue to offer the unit as available. Once lease has been signed and money turned in we can arrange for the receiving of keys.

**Occupancy Guidelines:** We adhere to all applicable fair housing laws in determining the number of occupants who reside in a unit.