



## **RENTAL POLICIES AND REQUIREMENTS**

The following policies were established to ensure that all applications processed by Capital Group will be treated fairly and equally. Please read the following policies. Only one application will be processed at a time and will be processed in order received. An incomplete application will not be processed until all information is received. The main criteria we use in determining if your application is acceptable are: (1) Rental History and Landlord References (2) Income and Work Stability (3) Credit History.

### **APPLICANTS**

- Each Person 18 years of age or older that will be occupying the property is required to *complete* and sign an application.

### **PROCESSING FEES**

- A non-refundable processing fee of \$30.00 per application must accompany all applications for tenancy.

### **CREDIT CRITERIA**

- Capital Group will obtain a credit report for each applicant and co-signer age 18 or older.
- Credit scores below 600 will require an additional security deposit. All other qualifications must be satisfied.
- Applicants with discharged bankruptcies are considered but must meet all other requirements.

### **EMPLOYMENT REQUIREMENTS**

- Applicant(s) must provide 12 months verifiable employment.

### **INCOME CRITERIA**

- Household income must be equal to or greater than two and a half times the monthly rent amount.
- Income will be verified from copies of the 2 most recent pay stubs and a phone call to the employer.
- Self-Employed applicants must provide proof of income (bank statements, tax return, Schedule C, etc.)
- Unverifiable income will NOT be considered.

### **RESIDENTIAL REQUIREMENTS**

- Applicants must provide 12 months of verifiable RENTAL HISTORY or proof of home ownership and/or positive reference(s) from previous property manager(s).
- The application will be denied if there is a combined amount of 4 NSF checks within a twelve month period. If there are 2 or 3 late/NSF payments within a twelve month period, you may be approved with an additional deposit equal to the monthly rental amount.
- The application will be denied if the rental history demonstrates documented noise or other complaints, and/or when the previous or current manager/owner's references indicate lease violations, damage to the property or money owed.
- Any level 1 or unlawful detainer will automatically result in denial of the application.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



**RENTAL APPLICATION**

*Separate Application Required for Each Adult Applicant*

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**DESIRED DATE OF MOVE-IN:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**DESIRED LEASE TERM:** (check one): [ ] 12 months [ ] 6 months [ ] Other (Specify): \_\_\_\_\_

**UNIT TYPE:** [ ] 1 BR [ ] 2 BR [ ] 3 BR [ ] Other (Specify): \_\_\_\_\_

**HOW DID YOU FIND US? (please be specific)** \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (full legal name): \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:  
(Each Adult Applicant Must Provide a Separate Application)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**APPLICANT / OCCUPANT VEHICLE(S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Current Employer**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_ Still employed? (check one) \_\_\_yes \_\_\_no

**Previous Employer**

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

**RENTAL HISTORY:**

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_

Dates Lived at This Address: From: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
\_\_\_\_\_

Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**INCOME:**

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_  
Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_  
TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**CREDIT and FINANCIAL INFORMATION:**

**Credit Accounts:**

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Vehicle Loan: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Other: Type \_\_\_\_\_ Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**

Do you have pets? \_\_\_\_\_ Yes \_\_\_\_\_ No if so, describe \_\_\_\_\_

**NOTE:** There may be additional fees and/or deposits required for pets housed on premises.

Do you smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you plan to have water filled furniture on the rental property? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, detail below.  
Have you ever been evicted? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain below.  
Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain below.  
Have you ever filed for bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain below.  
Explanation (Please attach if necessary):

**APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT INFORMATION:**

Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I warrant that all statements above are true and hereby authorize verification of references and running of consumer reports and other information deemed necessary for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information.

\_\_\_\_\_  
NAME SIGNATURE

\_\_\_\_\_  
DATE