

## ALLIANCE PROPERTY MANAGEMENT RENTAL GUIDELINES

Thank you for your interest in an Alliance Property Management home. Please carefully review the following guidelines before submitting your application. **In order to ensure thorough and timely processing, we utilize a third party application processing center – they can be reached at 707-785-4733 or applications@alliancepm.com.**

Although we generally are able to successfully process applications within a day or two, the most common reasons for delay are missing information on an application, lack of supporting documentation for income verification, and inability to verify housing references. If you need to submit paystubs or supporting income documentation after submitting your application, please send it to the application processing center - applications@alliancepm.com.

### General Guidelines

1. All individuals 18 years of age or older (or emancipated minors with written proof of legal emancipation) who will reside at the property must complete a separate application. Missing or incomplete information will delay or prevent verification and result in the denial of your application.
2. Alliance Property Management requires a \$40.00 screening fee. The screening fee must be paid by credit card, cash, check or money order when submitting your application in written form.
3. Allowable occupancy is 2 persons per bedroom plus 1 additional person per unit.
4. You must submit a current, government-issued photo ID along with your completed application. At the time the application is submitted, the photo ID will be compared with the information provided on the application to confirm identity and immediately returned or destroyed. Management will not retain a copy of the photo ID until and unless the application is approved and the applicant moves into a unit.
5. Co-signers (guarantors) will be allowed for credit, income and rental/mortgage history requirements only, must meet all financial areas of the guidelines, reside in California, and must have a minimum gross monthly income equal to four times the monthly rent.
6. Not all Alliance Property Management properties require Renter's Insurance, however, we strongly recommend you consult an insurance agent to evaluate a policy appropriate to cover your personal belongings as the property insurance does not cover your contents. Homes with swimming pools do require renter's insurance with a minimum coverage of \$1,000,000 naming the property owner and Alliance Property Management as an additional insured. The cost of this insurance is the responsibility of the tenant.
7. All Alliance Property Management properties are non-smoking.
8. All applications must be submitted to Alliance Property Management at 1611 Fourth Street, Santa Rosa, CA 95404.

## **Credit Guidelines**

1. A credit report will be obtained for each applicant (we do not accept credit reports from outside sources).
2. The following FICO scores will be required:
  - a. Minimum FICO scores of 625.
  - b. Applicants who do not meet the FICO/credit guidelines due to having little or no established credit history, but who otherwise meet the screening criteria, will be offered the unit with a cosigner or guarantor, with the property owner's consent.
3. Any unpaid collections, judgments, or outstanding balances related to an existing or previous rental property will result in the application being denied.
4. All Bankruptcies less than seven years old must be discharged.
5. Your application will be denied if you have been convicted of manufacture and/or distribution of illegal controlled substances within the last 10 years, or are currently engaged in the manufacture and/or distribution of illegal controlled substances.

## **Income Guidelines**

1. The combined applicants Gross Monthly Income must equal three (3) times the monthly rent.
2. All income must be legal, verifiable in writing, and paid directly to the applicant or a representative of the applicant. Acceptable forms of income verification include, but are not limited to, the following:
  - a. W2 Employees: Copies of the most recent year to date paystub. Handwritten paystubs must be supported by bank statements reflecting the deposits. A Verification of Employment (VOE) will be required.
  - b. Self-employed: IRS 1040 (first two pages of the most recent tax return) and Schedule C (profit and loss statement of the most recent tax return). 3 most current bank statements supporting the income. We will use the most recent tax return net income + depreciation divided by the number of months reported. A CPA prepared and signed Profit and Loss statement will be considered in lieu of the income reported on the most recent Tax Return. Applicant(s) that hold a job that is based mainly off of tips, bonuses or commissions will be considered self-employed;
  - c. Proof of child and/or spousal support payments.
  - d. Proof of social security income, disability or other government income.
  - e. Proof of retirement or trust fund income.
  - f. Current offer letter for income/employment verification.
  - g. Proof of assets that show at least 3 times the annual market rent of the home; or
  - h. Any other written proof of legal, verifiable income paid directly to the applicant or a representative of the applicant.

## **Rental and/or Mortgage History Requirements**

1. Applicants applying for a rental under \$1,500 must have 12 months positive rental or mortgage history within the last 24 months.

2. Applicants applying for a rental of \$1,500 or greater must have 24 months positive rental or mortgage history within the last 36 months.
3. Alliance Property Management requires written or verbal Verification of Rent (VOR) or Verification of Mortgage (VOM) on all applicants. Family members will not be considered landlords for the purpose of completing a VOR. Rental references are considered unverifiable if, after three working days, your landlord has not returned Alliance Property Management's phone calls, emails or faxes.
4. Positive Rental or Mortgage History is defined as follows:
  - a. No more than 1 late payments or 1 3-Day Notices to Pay or quit per each 12 month period.
  - b. No more than 1 NSF check per each 12 month period.
  - c. No outstanding balances owed.
  - d. No default and/or breach of a lease.
  - e. No more than 1 disturbances, complaints or lease rule violations during each 12 month period.
  - f. No evictions or foreclosures during the last 7 years
5. The following Rental or Mortgage History Verification will result in an automatic denial:
  - a. More than 1 late payments or 1 3-Day Notices to Pay or Quit per each 12 month period.
  - b. More than 1 NSF check per each 12 month period.
  - c. Outstanding balances owed on previous rentals.
  - d. More than 1 disturbances, complaints or lease rule violations during each 12 month period.
  - e. Any evictions or foreclosures during the last 7 years

### **Cosigners**

The property owner has the discretion to decide whether they will accept a cosigner. Cosigners are accepted to offset deficiencies in income, rental history, or credit.

- a. Cosigner must provide valid driver's license, passport or other government issued identification with photo.
- b. Credit score must be at least 700.
- c. Other outstanding credit payments cannot exceed 40% of gross monthly income (excluding proposed rent amount).
- d. Gross monthly income for individual cosigner must be at least 4 times the proposed monthly rent. Proof of income must be provided in accordance with the Income Guidelines listed on this document.

Should Alliance Property Management be unable to verify any of the information on the application, if the application is incomplete, or if any of the statements are found to be false, the application will be denied. If an application is denied, you may reapply after 90 days from the date of the denial. However, if the denial was based on lack of receipt of verifications, Alliance Property Management will reconsider the application prior to the 90 days upon request of the applicant. Completed applications are processed as quickly as possible and in the order in which they are received. The first completed qualified application which meets the property's screening criteria will be offered the property for rent. Applications will not be pre-screened.

Once an application has been completed, you will be notified of the result via mail or telephone. An approved application does NOT guarantee you a unit. An approved application will only determine your eligibility to rent the unit you have applied for and will be good for 90 days. If your application is approved you may sign a

Holding Deposit Agreement and pay a Holding Deposit of \$1,000.00 to hold the unit for seven days. The Holding Deposit will be credited to your funds due at move-in. You must execute the Holding Deposit Agreement to hold the unit and pay the Holding Deposit in the form of a cashier's check or money order only. Should you decide to not rent the unit, Alliance will deduct and retain from the Holding Deposit lost rental damages as set forth in the Holding Deposit Agreement. You will be required to pay the first month's rent, security deposit and any other applicable deposits upon signing the lease. **All funds due must be in the form of a cashier's check or money order only.**

Only select properties allow pets. Alliance Property Management does not accept pets of the following breeds: Pit Bulls, Alaskan Malamutes, Rottweilers, Akitas, Chow Chows, American Staffordshire Terriers, American Bulldogs, Doberman Pinschers, Boxers, German Shepards, Great Danes, Siberian Huskies, Wolf-hybrids, Perro de Presa Canarios and any dog that has any of the above breeds in their lineage. If a dog has a history of violent behavior, it is determined to be a dangerous dog no matter what its pedigree and it is then not allowed on the property.. A photo of your pet is required as well as an additional Security Deposit. Assistive animals for persons with disabilities are not considered "pets" and are exempt from the foregoing, but do require management's prior written approval. Management will request written verification of disability and disability-related need for an assistive animal if not readily apparent.

Due to possible human error, we ask that you inspect the interior of the unit of your choice carefully to ensure amenities listed are actually present.

**THE FOREGOING ARE THE REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY ALLIANCE PROPERTY MANAGEMENT. IF YOU DO NOT AGREE WITH ANY OF THE FOREGOING, PLEASE DO NOT SUBMIT AN APPLICATION.**

I hereby irrevocably authorize Alliance Property Management to keep a copy of the application and all documents submitted. Your signature is your agreement to the above.

Property: \_\_\_\_\_

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

The Screening Fee pays for the following cost incurred by Alliance Property Management:

Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports. - \$11.00  
Cost to obtain, process and verify screening information (may include staff time and other soft costs) - \$29.00  
Minimum Cost to Alliance Property Management \$40.00

Paid Third Party Verifications, such as the Work Number, are the applicant's financial responsibility and are not covered in the \$40.00 screening fee.

#### DISCLOSURE & AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which is managed by Alliance Property Management. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any

consequences resulting from such information. By my signature below, I authorize hereby authorize Alliance Property Management (either directly or through its designated agents and its employees) to investigate my financial, credit, litigation and rental history. I authorize Alliance Property Management to obtain reports that may include credit reports, investigative consumer reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, and previous tenant and employment history. I authorize the investigation and release of the information on all statements contained herein, from and to Alliance Property Management and/or its principal and/or the owner of any property which I am applying to occupy. I agree that this application and any supporting documentation becomes the property of Alliance Property Management upon submission.

I further understand and agree that Alliance Property Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, my tenancy may be terminated immediately and I will be responsible for any damages incurred including reasonable attorney's fees resulting there from. I understand that a negative credit report reflecting my credit record may be submitted in the future to a credit reporting agency if I fail to fulfill the terms of my rental obligations or if I default in those obligations in any way.

Alliance Property Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of race, color, religion, sex, national origin, familial status, disability/handicap, marital status, age, ancestry, sexual orientation, medical condition, gender, gender identity, gender expression, genetic information, source of income, any arbitrary basis, perception, association, or any other protected classification under federal, state and/or local law.

Notice of the contractual relationship between the Property Owner and Alliance Property Management: Alliance Property Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Registered Sex Offenders Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

I hereby have read thoroughly and have agreed to the above, RENTAL GUIDELINES, DISCLOSURE & AUTHORIZATION and DATA BASE DISCLOSURE NOTICE.

Property: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

## Alliance Property Management - Application to Rent or Lease

Date Available To Move: \_\_\_\_\_ Rental Address: \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security Number or ITIN: \_\_\_\_\_

Present Address: \_\_\_\_\_ Photo ID #/Type: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**How did you hear about this rental?**

### GENERAL INFORMATION

# of Other Occupants: \_\_\_\_\_ List all in addition to yourself \_\_\_\_\_ Vehicles (make/model/license plate #): \_\_\_\_\_

Name/DOB: \_\_\_\_\_ Name/DOB: \_\_\_\_\_

Name/DOB: \_\_\_\_\_ Name/DOB: \_\_\_\_\_

Smoker: Y N    Animals: Y N    **Please complete Pet Application, if applicable.**

### EMPLOYMENT (Please give information for the last 5 years. Attach extra sheet if needed)

Present Occupation: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Business Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Prior Occupation: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Business Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Any other income? Source/Amount: \_\_\_\_\_

### HOUSING (Please provide information for the last 5 years. Attach extra sheet if needed)

Current Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord / Agent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_ Rent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord / Agent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_ Rent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### CREDIT

Bank: \_\_\_\_\_ • Checking • Savings    Account No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### PERSONAL REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Length of Acquaintance: \_\_\_\_\_

Nearest Relative: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever filed or are you currently filing a petition of bankruptcy? \_\_\_\_\_ Have you ever been evicted from any tenancy, had an eviction notice served on you, or had your property foreclosed? \_\_\_\_\_ Have you willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_ **If yes to any of the above, please indicate date and details of occurrence**

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. I agree to pay to the Landlord a non-refundable screening fee of \$40.00 per application. I have read and understand the ALLIANCE PROPERTY MANAGEMENT RENTAL GUIDELINES beginning on page one of this document. I agree that this application and any supporting documentation becomes the property of Alliance Property Management upon submission and may be shown or released to the rental property owner. I understand that I am entitled to a copy of any consumer credit report obtained by the landlord. I further agree that the landlord may terminate any agreement entered into in reliance on any misrepresentation or omission made above.

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

**Copies of your Social Security Card or ITIN, Valid Government Issued Photo Identification, your two most recent pay stubs or other written income verification and a \$40.00 Application Fee are required to submit this application.**

Alliance Property Management, 1611 Fourth Street, Santa Rosa, CA 95404

Phone (707) 524-8380 Fax (707) 527-1255 CalBRE Lic#01317582

Rev. 1/2019