



26650 The Old Rd Suite 300 Valencia, CA 91381
818-471-4272 Office 661-310-0077 Fax

APPLICATION REQUIREMENTS/INSTRUCTIONS

*****ALL APPLICATION FORMS ARE AVAILABLE FOR DOWNLOAD ON OUR WEBSITE*****

THE FOLLOWING ITEMS ARE REQUIRED FOR APPROVAL OF ALL APPLICATIONS AND ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS WILL BE TREATED EQUALLY.

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order they are received. **An incomplete application will not be considered.**

OFFERS

- Any offers or specific requests must be attached to the application.

APPLICANTS

- **An application must be completed & signed by each adult (18 years of age and older) that will be residing in the property.** Incomplete applications will not be considered.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by the owner of the property.
- To be processed and considered, a \$35.00 non-refundable screening fee must accompany all applications. If your application is not processed, this \$35.00 screening fee will be refunded.
- Each application **must** be accompanied by the **signed** Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure
- The applications will not be considered with missing or false information.

SCREENING FEES

- \$35.00 per adult (18 years of age and older).
- Payable to Valleywide Leasing by check or money order or online through our website.

CREDIT

- Valleywide Leasing will obtain a credit report for each applicant and co-signer (18 years of age or older). Reports supplied by applicant(s) **will not** be accepted.

INCOME GUIDELINES/PROOF OF INCOME:

- Rent-To-Income ratio should be 40% or less or your income must be 2-1/2 times the rent (Meaning the rent should not be more than 40% of combined income, subject to owner's discretion.)
- Phone number for H/R Department or Supervisor or Owner (please include extensions).
- Most recent W-2 or 2 current paycheck stubs with a year-to-date salary total.
- Self-employed persons are required to provide latest filed Income Tax Return including Schedule E or C or any other attachments, or 1099s or Bank Statements (most recent six (6) months).
- If your employer requires your employment verification to be done through "The Work Number," please obtain the verification yourself and provide it to us along with a copy of your most recent check stub. The verification must be dated the same date as the application & have "The Work Number's" logo and information.
- Unverifiable income **will not** be considered.



CONDITIONS OF MOVE IN (IF APPLICATION IS APPROVED)

LEASE SIGNING

- **Lease Documents must be signed within 48 business hours of approval. Property will remain on the market until the documents are signed.**
- Security deposit must be paid at lease signing. First month's rent may be paid at lease signing or by move in date, unless move in date is the same date as the lease signing, then first month's rent will be due as well.
- Hours for lease signings are Monday through Friday, between 9:00AM and 4:30PM.

CERTIFIED FUNDS

- All **Move-In Funds** (First Month's Rent & Security Deposit) must be paid in the form of a **cashier's check** or **money order** before keys are provided. **No Exceptions.**

PROOF OF IDENTITY

- Applicant **must** provide a Government Issued Photo ID or Driver's License, and, if possible, social security card at the time the lease agreement is signed. A copy will be made and maintained in your file.

INSURANCE

- All approved applicants **MUST** supply a copy of their Renter's Insurance Policy (minimum \$500,000 Liability Coverage) prior to taking possession of the property. Valleywide Leasing and/or the Owner of the property must be listed as "Additionally Insured" on the policy.

Acceptance of Application, Conveyance of Approval or Submission of Lease Terms & Signing Instructions are not binding and do not guarantee the applicant(s) rights to the property until the Lease Agreement is signed. Additional offers to lease may be accepted or entertained by the owner until the Lease Agreement is executed.

SCREENING FEE

Applicant has paid a **non-refundable** screening fee of **\$35.00**, applied as follows: (The screening fee may not exceed \$30.00 adjusted annually from 1/1/98 commensurate with the increase in the Consumer Price Index). A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$37.57 as of 2006.

\$10.00 for credit reports prepared by **Appfolio**;

\$25.00 for screening prepared by **Appfolio**.

The undersigned has read and understands the Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure and acknowledges receipt of a copy. Please sign & submit with your application.

Applicant Signature

Date

The undersigned has received the screening fee indicated above.

Valleywide Leasing

Date