

## **San Diego Property Management**

### **Rental Criteria**

- Applications to rent are processed on a first come, first serve basis with application fees paid.
- All prospective tenants eighteen (18) years old and over must complete a rental application.
- Application processing fee is \$30 per person in cashier's check or money order.
- False or incomplete information by any applicant, supplied on the rental application, will constitute a denial to rent.

**San Diego Property Management is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, sexual orientation or preference, handicap, familial status, or national origin. We also comply with all state and local fair-housing laws. Employees are not permitted to make any reference, verbal or written, to a resident or applicant's race, color, religion, sex, sexual orientation or preference, handicap, familial status, or national origin.**

#### **APARTMENT AVAILABILITY POLICY**

Apartments become available when a resident submits a written notice that they intend to vacate. A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident. We update our list of available apartments daily. The list is maintained at the main office.

#### **OCCUPANCY GUIDELINES**

We restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom + one. For example, a one-bedroom apartment could house three people, and a two-bedroom apartment could house as many as five people, etc.

#### **APPLICATION PROCESS**

We evaluate every apartment application in the following manner: A prospective tenant must submit a rental application and ANSWER ALL QUESTIONS ON THE FORM. If a question is not applicable, then prospective tenant must write N/A. If any information is denied, then tenancy will also be denied. All adults (18 and over) must fill out an application. They must pay \$30 non-refundable application fee. Once application is approved, applicant will have 48 hours to pay ½ of the deposit as a holding deposit for the apartment/home. This holding deposit will be forfeited if applicant cancels move in, seventy two (72) hours after paying the holding deposit. The applicant's credit history, employment history and rental references will be checked to confirm that you meet our rental criteria.

#### **APPLICANT INCOME**

**Required income verification from all sources.** Recent original documents from all sources of income, can include but not limited to: pay stubs, monthly income statements, bank

statements with automatic deposits and award letters. If self-employed, copies of last two years Federal tax returns. If newly hired, an accepted offer letter or verification of employment on the company's letterhead.

- A. The total verifiable monthly income combined for all adult household members' age eighteen (18) or over must equal at least 2 ½ times the monthly rent.
- B. The Guarantor must have verifiable income of at least 4 times the monthly proposed rent.
- C. An applicant will be denied for inadequate verifiable income to meet rental criteria.
- D. Bankruptcies must be fully discharged to be considered.

#### **APPLICANT CREDIT**

A Government issued ID is required to verify all adult household members age eighteen (18) and over.

- A. The credit payment history for all adult household members age eighteen (18) and over, can have no evictions, or foreclosures in the past (60) months.
- B. If there are no positive or negative Lines of Credit found for all adult household members age eighteen (18) and over, the unit may be rented for a deposit equal to the standard deposit plus half.
- C. An application will be denied for rental court judgments, charge offs, unlawful detainers, evictions or criminal felonies.

#### **APPLICANT RENTAL/MORTGAGE PAYMENT HISTORY**

One year of favorable verifiable rental/mortgage history from an unbiased source. It is your responsibility to provide us with the names, dates and contact numbers of previous owners/managers. Applicants who are related by blood or marriage to previous landlords or do not have three years of verifiable rental history may be required a higher security deposit.

- A. The rental/mortgage payment history of the one (1) year will be reviewed for all household members age eighteen (18) and over. There may be no more than one (2) late payment of NSF'S in the past 12 months.
- B. There are no more than three (3) late payments of rent in the past 12 months.
- C. If there is no rental/mortgage history in the past for 12 months for all household members age eighteen (18) and over, the deposit will be standard deposit plus half.
- D. Evictions on any applicant's rental/mortgage history will constitute a denial to rent unless eviction was past seven years of current date and applicant has had twenty-four (24) months positive rental history since.
- E. An applicant will be denied for inability to verify rental history or poor references from previous landlord(s)



I have received and read the rental criteria for San Diego Property Management. I understand my application can be denied for any of the reasons listed on San Diego Property Management's rental criteria.

\_\_\_\_\_

Perspective resident Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address Applying For

**P. O. Box 81007, San Diego, CA 92138**  
**Phone: 619-718-6565 Fax: 619-718-6555**

**SAN DIEGO PROEPRTY MANAGEMENT – TENANT APPLICATION**

(Each applicant over the age of 18 must complete an application and pay a \$30 application fee via Money Order or Cashier's Check) –

Property Address: \_\_\_\_\_ # \_\_\_\_\_ Preferred Move-In Date: \_\_\_\_\_

Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_ Move-In Special: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ -- -- Driver's License No.: \_\_\_\_\_

Birth Date (MM/DD/YY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ State & Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Pets: \_\_\_\_\_

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

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

Name of Owner or Agent: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Phone (including area code): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

Name of Owner or Agent: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Phone (including area code): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

Name of Owner or Agent: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Phone (including area code): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Present Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Person to contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Auto (yr, mk & mdl): \_\_\_\_\_ Color: \_\_\_\_\_ Plate No: \_\_\_\_\_ State: \_\_\_\_\_

**AUTHORIZATION TO VERIFY INFORMATION**

\*I authorize Landlord or his authorized agents to verify the above information, including but not limited to obtaining a Credit Report.

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

**SAN DIEGO PROPERTY MANAGEMENT**

**Corporate Office Location:**

4111 Randolph Street  
San Diego, CA 92103

**Mailing Address:**

PO Box 81007  
San Diego, CA 92138

**Phone Number:**

(619) 718-6565

**Fax Number:**

(619) 718-6555