

PROPERTY MANAGEMENT AND DEVELOPMENT CORPORATION

APPLICANT SCREENING PROCESS

Applications

The Application to Rent is a tool used to determine if a customer is qualified to rent. It also provides references and who to contact in case of an emergency.

All persons residing in the property over 18 must complete an application and sign the lease agreement. An applicant must gross 2.5 times the monthly rent; multiple applicants must gross 3 times the monthly rent.

Ensure that the customer completes the form in its entirety, including signatures and dates. Do not leave any open spaces. If something is not applicable, ask the customer to place an "N/A" in the appropriate blank. All writing on the Application to Rent must be in the customer's handwriting.

The more information that is ascertained at the time of application, the fewer problems there are likely to be in the future.

Application Processing

Please fax the completed following items to (702) 796-7090...

- A. **Completed Application**
- B. **Copies of All Applicants Valid ID and Social Security Card**
- C. **Verification of Rental History/Mortgage History reported on Credit Report**
- D. **Verification of Employment or Current Pay Stub**

Corporate Housing - Application to Rent

All corporate housing must use the [Corporate Application to Rent \(Form 4.4A\)](#). It is imperative that the application be filled out completely. An agent of the corporation may complete and sign the Corporate Application and Lease Agreement only if they can provide a board minutes or corporate resolution authorizing the individual to sign the lease on behalf of the corporation. If one of these documents is not provided, then the owner(s) or two officers of that corporation may complete the Corporate Application and sign the Lease Agreement (Chapter 5) in order for the documents to be a legal binding contract. To satisfy the income requirement a satisfactory Dunn & Bradstreet report is all that is required to approve the application. If this report is not available, three months financial records and/or personal guarantor will be required.

Guarantors

If an applicant is from outside the United States or an applicant cannot be approved for an apartment based on their own income, the applicant may provide a Guarantor. All Guarantors must qualify (contact RQS for your community's criteria for Guarantors), and sign the [Guaranty Agreement](#) before releasing keys to the apartment. It is the responsibility of the Guarantor to have the Guaranty Agreement notarized.

California Specific Laws

The maximum amount that a landlord can charge a tenant for an application fee for 2005 is the lesser of \$35.55 or the landlord's actual costs (both hard and soft costs). The maximum amount of the application screening fee changes on January 1 of each year based on changes in the CPI (Consumer Price Index).

Unless the applicant agrees in writing, owners and managers cannot charge a fee at all if they do not have a current vacancy or do not anticipate vacancies becoming available within a reasonable period of time. Otherwise, your alternatives are to run credit reports and process the application at your own expense, or wait to charge the fee and process the application when the applicant is at the top of the waiting list.

An application fee may not be charged when no credit report is run or if the owner or manager did not perform a personal reference check or other processing.

California law requires owners and managers to provide a copy of the credit report if requested by the applicant. The landlord must provide the name, address and telephone number of the credit reporting agency to the applicant. If the applicant disputes the information on the report, do not attempt to negotiate. Let the applicant deal directly with the agency. If the applicant claims the information is wrong and is able to resolve the dispute with the credit reporting agency, he or she should be invited to resubmit an application for reconsideration.

Note that employees may not treat married couples differently than single persons - this is discriminatory in California. Charge each adult the same fee. The monetary limit is *per person*, regardless of the relationship between the parties.

Applications to Rent

Request for Review of ScoreX Decision

Corporate Application to Rent

Guaranty Agreement