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Email address: [app@sdcpm.net](mailto:app@sdcpm.net). Website: [www.sdcpm.net](http://www.sdcpm.net) (updated 05/25/10)

## **RENTAL APPLICATION CRITERIA**

San Diego County Property Management (SDCPM) manages residential rental properties for numerous different owners throughout San Diego County.

Owners are given their choice of three different categories of rental criteria, GOLD, SILVER and BRONZE. The specific qualifying criteria for each category are listed below.

To determine which category of criteria applies to the property you are interested in, refer to the column on the vacancy list marked "TYPE." The category of rental criteria for the property will indicate "G" (for GOLD), "S" (for SILVER) or "B" (for BRONZE).

- 1) Application fee cannot be in CASH and should be payable to "SDCPM". Payments can be paid by check, money order or online at [www.sdcpm.net](http://www.sdcpm.net).
- 2) Once we receive a completed application we will stop accepting more applications for the same vacancy.
- 3) Your application may be approved or denied immediately depending on your credit score, but in all cases we will give you a decision within 3 business days.
- 4) To be approved you MUST:
  - (i) Have no prior EVICTIONS/unlawful detainers (including those that resulted in a judgment with a subsequent dismissal) are grounds for denial.
  - (ii) Be able to move in within 30 days of available date as indicated on the vacancy list.
  - (iii) Meet the conditions for credit, income and number of occupants listed below as per (A) (D) and (E) below.
  - (iv) Be able to provide written proof of legal, verifiable income as per (B) below.
  - (v) Meet the minimum standards for references from current and prior landlords as per (C) below
- 5) If APPROVED, you must sign rental agreement & pay security deposit in full, within 1 business day.
- 6) All money paid before move in MUST be via cashiers check or money order only. No personal checks.

### ***(A) INCOME/RENT RATIO:***

Your monthly combined gross income must be at least:

<b>PROPERTY TYPE</b>	<b>INCOME/RENT RATIO</b>
<b>GOLD</b>	<b>2.75 x the monthly rent</b>
<b>SILVER</b>	<b>2.25 x the monthly rent</b>
<b>BRONZE</b>	<b>1.75 x the monthly rent</b>

### **(B) PROOF OF INCOME REQUIRED**

- (i) **EMPLOYEES:** PAY STUB or typed LETTER on employer letter head issued in last 30 days. Employer to have valid business license/fictitious business name.

- (ii) **SELF EMPLOYED: TAX RETURN** (We will use Adjusted Gross Income on your "1040")
- (iii) **SECTION 8: VOUCHER** Letter issued in the last 30 days from Section 8, plus proof of other legal income equal to the income to rent ratio (outlined above) for your portion of the rent.
- (iv) **OTHER Programs:** SSI/AFDC or other government payments: payment authorization issued in previous 30days.
- (v) **OTHER INCOME:** Bank statements showing amounts deposited each month for previous 6 months or any other written verification of legal income.
- (vi) **LIQUID ASSETS:** e.g. (Savings/bank account, stocks) equal to 9 months rent.

**(C) LANDLORD REFERENCE (Applies to the last 5 years)**

You will be exempt from part /all of your landlord history requirement for periods where you can provide documentation that you were either the property owner or living with the property owner.

If we cannot verify your landlord references or if you are living with a relative or friend then you will need to pay an additional security deposit equal to one month's rent for "GOLD" properties and 70% for "SILVER" or "BRONZE" properties.

Applicant may have no more than the following number of late payments, lease violations or complaints from neighbors, per year. For Silver and Bronze properties , if you have more than one late payment you will need to pay an additional security deposit equal to 75% of the monthly rent.

GOLD	0
SILVER	1
BRONZE	1

Applicant may have not caused more than the following amount of damages including cleaning (above ordinary wear and tear) to current or prior rental property.

GOLD	\$150
SILVER	\$300
BRONZE	\$300

**(D) FICO/CREDIT SCORE**

PROPERTY TYPE	MINIMUM FICO SCORE
<b>GOLD</b>	<b>625</b>
<b>SILVER</b>	<b>575</b>
<b>BRONZE</b>	<b>525</b>

a) If you have no credit score or have no social security # you will be assigned a score of 575 and must Pay an extra deposit of 70% of the monthly rent, that will be refunded after 12 consecutive payments on time.

b) For Silver/Bronze properties only, if the average score of you, roommates and cosigners is less than the applicable level above you must pay an additional security deposit of 70% of the monthly rent.

**(E) OCCUPANCY STANDARDS**

PROPERTY TYPE	MAXIMUM OCCUPANCY
<b>GOLD</b>	<b>2 persons per bedroom, plus one additional person for the unit</b>
<b>SILVER</b>	<b>2 persons per bedroom, plus one additional person for the unit</b>
<b>BRONZE</b>	<b>2 persons per bedroom, plus two additional persons for the unit</b>

*\*Any extra security deposit required will not exceed the maximum allowed by law*

See policies attached

**APPLICATION TO RENT** Tenant  
 Guarantor(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3.	Next previous address			City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
I <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)							
A.	Present occupation or source of income			Employer name			
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
B.	Prior occupation			Employer name			
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.	
Name of your bank		Branch or address				Account Number	



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Page 1 of 2

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**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

On \_\_\_\_\_, Owner/Agent received \$30.00 from the undersigned, hereinafter called "Applicant,"  
(Date)  
who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)

\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking.



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Page 1 of 2

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Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	
<b>In case of emergency, notify:</b>	<b>Address: Street, City, State, Zip</b>	<b>Relationship</b>	<b>Phone</b>
1.			
2.			
<b>Personal References:</b>	<b>Address: Street, City, State, Zip</b>	<b>Length of Acquaintance</b>	<b>Occupation</b>
1.			
2.			

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ 30 , which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 6.25
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 23.75
3. Total fee charged \$ 30.00

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ **Date** \_\_\_\_\_ **Applicant (signature required)**

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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Page 2 of 2

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Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ \_\_\_\_\_

\_\_\_\_\_  
Date Applicant  
\_\_\_\_\_  
Date Owner/Agent

**For Owner/Agent Use Only**  
Screening fees paid by:  Cash  
 Personal Check  Cashier's Check  
 Money Order  
 Credit Card # (Last 4 digits only) \_\_\_\_\_  
MC/VISA/AMEX Expiration Date: \_\_\_\_\_



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Page 2 of 2

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