

**3358 30th Street, San Diego CA 92104 .**

updated 5/30/08

**(619) 220-4840 email : [app@sdcpm.net](mailto:app@sdcpm.net) .Fax#(619) 353-5030**

- 1 A separate **NON REFUNDABLE \$25** and application must be provided by each adult.  
(\$7.50 of the fee is for the cost of report and \$17.50 is for processing application)
- 2 Application fee cannot be in **CASH** and should be payable to "SDCPM" . Payments can be made by check, money order , using [paypal@sdcpm.net](mailto:paypal@sdcpm.net), or electronic deduction by faxing voided check.
- 3 Applications will be processed in the order we receive them.
- 4 Your application may be approved or rejected immediately depending on your credit score but in all cases we will give you a decision within 3 business days
- 5 To be approved you **MUST** have no prior **EVICTIONS** and:
  - (a) Be able to move in within 30 days of available date as indicated on the vacancy list.
  - (b) Meet the conditions for credit, income and # of occupants (see page 2)
  - (c) Be able to provide written proof of income (see other side for details)
  - (d) Have good landlord history. (see page 2)
- 6 If **APPROVED** ,within 1 business day you must sign rental agreement & pay security deposit in full.  
All money paid before move in **MUST** be via cashiers check or money order only .No personal checks.
- 7 If **REJECTED** you will be mailed the reason why within 7 business days.
- 8 If pet(s) are allowed (see vacancy list) an additional \$300 deposit per cat and \$500 per dog is required.  
If you need your pet to assist with your disability no additional deposit required.Please give details.  
If a dog is allowed the rent will be \$50 extra per month .
- 9 If a cosigner applies we will take 50% of their gross income and include their FICO score in average
- 10 **MAINTENANCE STANDARDS:** If you are approved, your rental will be:
  - A) **CLEAN** ( floors, fixtures, appliances. No **MAJOR** pest problems or trash)
  - B) **SAFE** (No **MAJOR KNOWN** hazards )
  - C) **FUNCTIONAL** (NO **MAJOR KNOWN** plumbing , roof , electrical , or appliance problems)
- 11 These policies and vacancy list terms may change without notice.
- 12 Applications not meeting approval standards or completed fully or false information will be declined.

# RENTAL APPLICATION : PAGE 2 OF 4

## PROOF OF INCOME REQUIRED

Form updated 10/21/08

(i) <b>EMPLOYEES</b>	<b>PAYSTUB or LETTER from employer issued in last 30 days.</b>
(ii) <b>SELF EMPLOYED</b>	<b>TAX RETURN (We will use Adjusted Gross Income on your "1040")</b>
(iii) <b>SECTION 8</b>	<b>VOUCHER Letter</b>
(iv) <b>OTHER Programs</b>	<b>SSI/AFDC etc. payment authorization issued in previous 30days</b>
(v) <b>OTHER INCOME</b>	<b>Bank statements showing amounts deposited each month for previous 6 months</b>
(vi) <b>LIQUID ASSETS</b>	<b>e.g. (Savings/stocks) equal to 9 months rent</b>

## GOOD LANDLORD REFERENCE ( Applies to the last 5 years )

You may be EXEMPT for part /all of your landlord history requirement for periods where you can provide documentation that you were either (i) The property owner (ii) Living with the property owner (iii) Institutionalized.

## MINIMUM STANDARDS REQUIRED

PROPERTY TYPE	FICO/CREDIT SCORE	INCOME/RENT RATIO	MAXIMUM NUMBER OF OCCUPANTS
GOLD	625	2.75	2 TIMES # OF BEDROOMS +1
SILVER	575	2.25	2 TIMES # OF BEDROOMS +1
BRONZE	525	1.75	2 TIMES # OF BEDROOMS +2

PROPERTY TYPE: Refer to the vacancy list to column marked "TYPE" where GOLD=G , SILVER=S and BRONZE=B

### FICO/CREDIT SCORE

- If you have no credit score you will be assigned a score of 575 and must pay \$500 extra deposit that will be refunded after 12 consecutive payments on time.
- If you have no social security # the average score of your roommates and cosigners must exceed the applicable limit above. plus an addition security deposit of \$500 will be required that will be refunded after 12 consecutive payments on time.
- For Silver/Bronze only , if the average score of you, roommates and cosigners is less than the applicable level above you must pay 5% more rent (rounded up to nearest \$5), plus an additional security deposit of \$500 that will be refunded after 12 consecutive payments on time.

INCOME/RENT RATIO: This is your monthly combined Gross Income divided by the monthly rent

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updated 08/16/08

Applications not in black ink, not fully completed or/and falsified will be rejected.

ADDRESS APPLIED FOR >>>>>>		NUMBER OF OCCUPANTS:	DATE:
RENT \$:	DEPOSIT \$:	FIRST MONTH RENT \$:	
WILL YOU HAVE ANY PETS ? [YES][ NO]. IF YES PLEASE COMPLETE NEXT LINE IN FULL			(Do not include service animals to help with disability etc)
HOW MANY ?	CATS	DOGS : < 25LBS	25 - 49 LBS    50+LBS

ADULT OCCUPANTS/COSIGNERS				BIRTH	PHONE NUMBERS		GROSS INCOME\$			YOUR	OFFICE USE	
LAST	FIRST	MI	SOCIAL SEC#	DATE	HOME	WORK	INCOME (A)	Period (B)	Type (C)	SIGNATURE	Monthly\$	FICO

Please deduct \$ \_\_\_\_\_ from my checking account to pay for the application fee(s) using routing # \_\_\_\_\_ & account # \_\_\_\_\_

My email address(s) \_\_\_\_\_

(A) INCOME. Enter your gross income from your attached documentation. Amounts must match exactly.

If you have two or more sources of income enter each on a separate line.

(B) PERIOD (How often are you paid ?) W = WEEKLY, B = BI WEEKLY , M = MONTHLY

(C) TYPE : E=Employee, S=Self Employed, S8=Section 8, O=Other (SSI/AFDC etc)

If you are a "cosigner" add "C" in addition to one of the above .

## OFFICE USE ONLY:

APPLICATION RECEIVED BY :	PROPERTY TYPE: [GOLD] [SILVER] [BRONZE]
APPLICATION FEES RECEIVED \$	APPLICATION PROCESSED BY :

	AVERAGE FICO	
	TOTAL INCOME	
	RENT	
	INCOME/RENT RATIO	
	NUMBER OF OCCUPANTS	
	Convert weekly to monthly times 4.33	
	Convert bi-weekly to monthly times 2.16	
	Take 50% of cosigner income	
	SCAN ORDER: Application page 3, page4	
	credit reports , proof of income.	
	landlord ownership verification	

# RENTAL APPLICATION : PAGE 4 of 4

# LANDLORD INFO

LANDLORD HISTORY				RENT	DATES (month+yr)				
APPLICANT NAME	ADDRESS	CITY	ZIP	Monthly	MOVE IN	MOVE OUT	FULL NAME	Type see***	PHONE #
1st APPLICANT NAME	CURRENT ADDRESS								
	1st PREVIOUS ADDRESS								
	2nd PREVIOUS ADDRESS								
2nd APPLICANT NAME	CURRENT PRIOR ADDRESS								
	1st PREVIOUS ADDRESS								
	2nd PREVIOUS ADDRESS								
3rd APPLICANT NAME	CURRENT PRIOR ADDRESS								
	1st PREVIOUS ADDRESS								
	2nd PREVIOUS ADDRESS								
4th APPLICANT NAME	CURRENT PRIOR ADDRESS								
	1st PREVIOUS ADDRESS								
	2nd PREVIOUS ADDRESS								

**\*\*\*TYPE OF LANDLORD**

RM = Resident Manager  
 PMC = Property Management Company  
 PM = Property Manager (not a company)  
 OW = Property Owner  
 NO= No rent charged (eg you are the property owner)

**YOU MUST ENTER YOUR LAST 5 YEARS RESIDENCE HISTORY**

- (a) Use an extra form if more than four applicants.
- (b) Cosigners **DO NOT NEED TO COMPLETE THIS PAGE**
- (c) By signing above you authorize SDCPM to run credit/eviction reports and verify all information provided and understand that the data

on the application is shared with other co-applicants listed here.  
 You may complete your own individual application if you prefer.