

3358 30th Street, San Diego CA 92104 . OPEN MON - FRI 9 to 5.30pm, WEEKENDS 9 to 12

TEL (619) 819 9154 FAX (619) 353-5030 email app@ajprop.com www.ajprop.com

- 1 A separate **NON REFUNDABLE \$25** must be provided by each adult.
(\$7.50 of the fee is for the cost of report and \$17.50 is for processing application).If you provide a credit report issued in last 30 days by another agency and this report includes your FICO score you only need to pay \$17.50 per applicant
- 2 Application fee can be paid by check payable to "A&J" or credit card (see page 3)
- 3 We process the 1ST application we get that is **COMPLETE**, includes proof of income & application fee
- 4 To submit your application package you can bring it to our office in person, leave in our drop box outside our office, or fax or email it to us .
- 5 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 .
- 6 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) Each applicant to have a **MINIMUM CREDIT "FICO" Score** of at least 625
 - (c) Have **COMBINED GROSS MONTHLY INCOME** at least 2.5 times the monthly rent.
 - (d) Have no more than the allowed **NUMBER OF OCCUPANTS** (See page 2)
 - (e) Be able to provide written proof of income (See page 2)
 - (f) Have a valid social security number or if non available documentation to explain why.
- 7 Depending on your credit and income you **MAY** be required to show good landlord history
And/Or pay an extra security deposit (see other side for details)
- 8 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.
- 9 If **REJECTED** you will be mailed the reason why within 7days.
- 10 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.
In no cases will your total security deposit be more than twice the monthly rent.
- 11 If a cosigner applies we will take 50% of their gross income and include their FICO score in average
- 12 **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)
- 12 These policies and vacancy list terms may change without notice.

RENTAL APPLICATION :APPROVAL POLICIES (GOLD properties)Page 2 of 4

Depending on your credit score and income to rent ratio, we may be able to approve your application immediately and/or require an additional security deposit . Please see below.

IMPORTANT.If you are given an "INSTANT APPROVAL" option but decline it we will check your landlord references but may rent to a later applicant who DOES agree to "INSTANT APPROVAL" BEFORE we have verified your landlord history. form updated 8/30/03

CREDIT SCORE	INCOME/ RENT/Ratio		
625-749	2.50 - 3.49	A	EITHER INSTANT APPROVAL with EXTRA DEPOSIT OF ONE MONTHS RENT
		B	OR : AT LEAST 6 MONTHS GOOD LANDLORD REFERENCE with NORMAL DEPOSIT (As stated on vacancy list)
	3.5+	C	EITHER INSTANT APPROVAL with EXTRA DEPOSIT OF 1/2th of a MONTHS RENT
		D	OR : AT LEAST 6 MONTHS GOOD LANDLORD REFERENCE with NORMAL DEPOSIT (As stated on vacancy list)
750+	2.5+	E	INSTANT APPROVAL WITH NORMAL DEPOSIT per VACANCY LIST (deposit payable in two payments)

EXTRA DEPOSIT TO BE ROUNDED DOWN TO THE NEAREST \$10

PROOF OF INCOME REQUIRED

(i) EMPLOYEES	PAYSTUB or LETTER from employer issued in last 30 days.
(ii) SELF EMPLOYED	TAX RETURN 1st page of 1040 showing line 33, adjusted gross income
(iii) SECTION 8	VOUCHER Letter
(iv) OTHER Programs	SSI/AFDC etc payment authorization issued in previous 30days
(v) OTHER INCOME	Bank statements showing amounts deposited each month for previous 6 months
(vi) LIQUID ASSETS	e.g. (Savings/stocks) equal to 9 months rent

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 that you were/are one of following:

- (i) The Property owner (ii) Living with property owner (iii) Foreign National
 (iv) Institutionalized (v) Co - signer for applicant (vi) Other verifiable reason.

MAXIMUM NUMBER OF OCCUPANTS ALLOWED (includes children)

ROOM	1
STUDIO	2
1 BED	3
2 BED	5
3 BED	7
4 BED	9
5 BED	11

RENTAL APPLICATION (GOLD PROPERTIES) Page 3 of 4

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

ADDRESS APPLIED FOR >>>>>>	NUMBER OF OCCUPANTS:	DATE>>
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form updated 08/26/06

WILL YOU HAVE ANY PETS ? [YES][NO]. IF YES PLEASE COMPLETE NEXT LINE IN FULL					(Do not include service animals that help with disability)	
HOW MANY ?	CATS	DOGS : < 25LBS	25 - 49 LBS	50+LBS		

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

IF YOU WANT TO PAY APPLICATION FEE BY CREDIT/DEBIT CARD Please COMPLETE:	(1) TYPE OF CARD : CIRCLE [CREDIT][DEBIT]
(2) AMOUNT TO BE CHARGED TOTAL= \$	(3) NAME ON CARD:
(5) CARD EXPIRATION MONTH AND YEAR	(4) CARD #
(6) BILLING ADDRESS	(7) SIGNATURE

YOUR EMAIL ADDRESS(ES)

(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 BELOW	
AVERAGE	
RENT FOR VACANCY	
INCOME/Rent RATIO	
Convert weekly to monthly times 4.33	
Convert bi-weekly to monthly times 2.16	
Take 50% of cosigner income	

OFFICE USE ONLY

APPLICATION RECEIVED BY :	APPLICATION PROCESSED BY:
APPLICATION FEES RECEIVED TOTAL \$	HOW PAID ? [CHECK][CREDIT/DEBIT CARD]
RESULT:	APPROVED: CATEGORY>>
	DATE APPLICANT NOTIFIED:
DENIED: REASON>>>>>>	

RENTAL APPLICATION (GOLD) PAGE 4 of 4

LANDLORD INFO

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LANDLORD HISTORY			RENT Monthly	DATES(month+yr)		FULL NAME	Type	PHONE #
APPLICANT NAME	ADDRESS	ZIP		MOVE IN	MOVE OUT		see***	
[Redacted]	1ST PRIOR ADDRESS							
	2nd PREVIOUS ADDRESS							
	3rd PREVIOUS ADDRESS							
[Redacted]	1ST PRIOR ADDRESS							
	2nd PREVIOUS ADDRESS							
	3rd PREVIOUS ADDRESS							
[Redacted]	1ST PRIOR ADDRESS							
	2nd PREVIOUS ADDRESS							
	3rd PREVIOUS ADDRESS							
[Redacted]	1ST PRIOR ADDRESS							
	2nd PREVIOUS ADDRESS							
	3rd PREVIOUS ADDRESS							
[Redacted]	1ST PRIOR ADDRESS							
	2nd PREVIOUS ADDRESS							
	3rd PREVIOUS ADDRESS							

*****TYPE OF LANDLORD**

RM = Resident Manager
 PM = Property Management 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 A&J 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.