

- 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 "A&J PM"
- 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) Have **COMBINED AVERAGE CREDIT "FICO"** Score of at least 500
  - (c) Have **COMBINED GROSS MONTHLY INCOME** at least 1.75 times the monthly rent.
  - (d) Have no more than the allowed **NUMBER OF OCCUPANTS** (see other side for details)
  - (e) Be able to provide written proof of income (see other side for details)
  - (f) Have a valid social security number or if non available documentation to explain why.
- 6 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)
- 7 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.
- 8 If **REJECTED** you will be mailed the reason why within 7days.
- 9 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.  
In no cases will your total security deposit be more than twice the monthly rent.
- 10 If a cosigner applies we will take 50% of their gross income and include their FICO score in average
- 11 **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.
- 13 Applications not meeting approval standards or completed fully or falsify information will be declined.

# RENTAL APPLICATION :APPROVAL POLICIES (regular 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. IF YOU HAVE NO CREDIT SCORE we will assume your score is 600 (see options E or F) 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.*

CREDIT SCORE	INCOME/ RENT/Ratio		
500 - 599	1.75-3.49	A	<b>EITHER INSTANT APPROVAL with EXTRA DEPOSIT OF ONE MONTHS RENT</b>
		B	OR : AT LEAST 6 MONTHS GOOD LANDLORD REFERENCE with EXTRA DEPOSIT OF 1/3rd of a MONTHS RENT
	3.5+	C	<b>EITHER INSTANT APPROVAL with EXTRA DEPOSIT OF 1/2th of a MONTHS RENT</b>
		D	OR : AT LEAST 6 MONTHS GOOD LANDLORD REFERENCE with EXTRA DEPOSIT OF 1/3rd of a MONTHS RENT
600 - 699	1.75+	E	<b>EITHER INSTANT APPROVAL with EXTRA DEPOSIT OF 1/3rd of a MONTHS RENT</b>
		F	OR : AT LEAST 6 MONTHS GOOD LANDLORD REFERENCE with NORMAL DEPOSIT (As stated on vacancy list)
700+	1.75+	G	<b>INSTANT APPROVAL WITH NORMAL DEPOSIT per VACANCY LIST (deposit payable in two payments)</b>

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 (We will use Adjusted Gross Income on your "1040")
(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	2
STUDIO	3
1 BED	4
2 BED	6
3 BED	8
4 BED	10
5 BED	12



# RENTAL APPLICATION (regular) PAGE 4 of 4

# LANDLORD INFO

AJ  
use  
T L

## LANDLORD HISTORY

APPLICANT NAME	ADDRESS	ZIP	RENT	DATES (month+yr)		FULL NAME	Type	PHONE #	T	L
			Monthly	MOVE IN	MOVE OUT		see**			
	1ST PRIOR ADDRESS									
	2nd PREVIOUS ADDRESS									
	3rd PREVIOUS ADDRESS									
	1ST PRIOR ADDRESS									
	2nd PREVIOUS ADDRESS									
	3rd PREVIOUS ADDRESS									
	1ST PRIOR ADDRESS									
	2nd PREVIOUS ADDRESS									
	3rd PREVIOUS ADDRESS									
	1ST PRIOR ADDRESS									
	2nd PREVIOUS ADDRESS									
	3rd PREVIOUS ADDRESS									
	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.