



Windsor Pacific Property Management

Rental Application Requirements

Thank you for your interest in one of our rental homes. WPPM is an equal housing opportunity provider. We adhere to Fair Housing Laws and do not discriminate based on sex, race, color, age, nationality, religion, familial status, sexual orientation or physical disability.

Each prospective tenant over the age of 18 must submit a SEPARATE rental application. Co-signers are not accepted.

List of items necessary to process your application:

1. **Completed Rental Application from ALL adults** (persons 18+ years of age) intending to occupying the home.
Note: Application Fees are **\$40 per adult** and are non-refundable (\$10 Credit & Tenant Performance Report + \$30 Admin.Costs/Fees). A credit report will be obtained for each applicant. Copies of credit reports provided by applicants are not accepted.

2. **Proof of income:**

Last three (3) Pay check stubs with year-to-date earnings or last 2 Income Tax Returns or W2's, and/or Letter from employer for new employment or SSI Certificate or SDI Certificate.

If Self-Employed: Copy of your last two (2) years income tax returns and current year's Profit & Loss Statement.

3. **Copy of all applicant's ID** (Driver's License or California ID, Military ID, etc.) **MUST** be submitted.

All information provided to Windsor Pacific Property Management will be verified. **APPLICATIONS CANNOT BE COMPLETED WITHOUT THE CORRECT FUNDS AND ALL REQUIRED DOCUMENTATION FOR ALL APPLICANTS.**

If you are using the online application, make sure ALL ADULT applicants complete their own "separate" online application.

Resident approval criteria are the following:

1. Your household gross income must be at least three (3) times the monthly rent.
2. Verifiable work history of at least two (2) years in good standing. At least 6 mos. history with current employer.
3. Verifiable rental history in good standing. (Prior eviction(s) or unlawful detainer(s) will not be accepted).
4. Credit history in good standing and subject to following guidelines:

Basic Deposit = Rent plus \$200: Minimum of 12 months of good rental history or 24 months of good mortgage payment history. Minimum of 2 current accounts with no previous late payments; no "now delinquent" acct.; 1 "was delinquent" acct.; no paid or unpaid collection; no paid or unpaid judgments; no paid or unpaid tax liens; no bankruptcy.

Deposit = 150% of Rent if: Minimum of 7 - 11 months of good rental history or 12 months good mortgage payment history. No "now delinquent" accts.; 2 "was delinquent" accounts; no more than 1 paid collection, no unpaid collections; no more than 1 paid judgment, no unpaid judgments; no more than 1 paid tax lien, no unpaid tax lien; bankruptcy at least 3 years old.

Deposit = 200% of Rent if: Minimum of 0 - 6 months of good rental history or 1 to 11 months of good mortgage payment history. No established credit; no more than 2 "now delinquent" accounts; no more than 3 "was delinquent" accounts; no more than 2 paid collections, no unpaid collections; no more than 2 paid judgments, no unpaid judgments; no more than 2 paid tax liens, no unpaid tax liens; bankruptcy at least 1 year old.

Other Conditions:

1. Applicant understands that Property Owner approves or denies each application and reserves the right to approve an applicant who does not meet WPPM's qualification guidelines. Property owner reserves the right to only accept applicants under the Basic Deposit criteria.
2. Upon approval, WPPM will require that applicant sign the lease and pay the entire security deposit, to secure rental. Property will stay on the market until lease has been signed by all parties and the security deposit has been paid in full.
3. All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
4. Renter's Insurance must be in force upon occupancy and throughout tenancy. **Proof must be provided upon occupancy.**
5. First Month's rent are to be paid in **certified funds** only on or before your move-in date and before keys are provided. (Daily rate will be charged if keys are delivered prior to date of lease/rental agreement).
6. Most properties do not allow pets and are Non-smoking. Please inquire prior to submitting your application. If a Property Owner accepts a pet, a higher Security Deposit may be required.

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