



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. All completed applications are processed as they are received. 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. ALL ADULT applicants must complete their own "separate" online application.
Note: Application Fees are \$40 per adult and are non-refundable (\$32.50 Credit & Tenant Performance Report + \$7.50 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 3 Paycheck stubs with year-to-date earnings or Letter from employer for new employment or SSI Certificate or SDI Certificate.
If Self-Employed: Copy of your last 2 years income tax returns and current year's Profit & Loss Statement.
3. Copy of all applicant's government 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 ARE NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED WITHOUT PAID APPLICATION FEES AND ALL REQUIRED DOCUMENTATION SUBMITTED FOR ALL APPLICANTS.**

Resident approval criteria are the following:

1. Household gross income must be at least 3 times the monthly rent.
2. Verifiable work history of at least 2 years in good standing. At least 6 mos. history with current employer.
3. Verifiable rental history in good standing. Prior eviction or Unlawful Detainer will not be accepted.
4. Bankruptcy within 12 months (active or discharged) will not be accepted.
5. Tax Liens and Judgements may be conditionally accepted with proof of a payment plan.
6. Credit Reports with three or more collections or any one collection above \$1000 will not be accepted.
7. Credit History in good standing and Applicant's rental score determined by National Tenant Network DecisionPoint® ranging from 0 to 100 and subject to following guidelines:

Basic Deposit = Rent Plus \$200 → Rental Score of 80 or above
 Deposit = 1.5 x Rent → Rental Score of 75-79
 Deposit = 2 x Rent → Rental Score of 70-74
 A Rental score below 70 will not be accepted.

Other Conditions:

- Applicant understands that Property Owner approves or denies each application and reserves the right to approve an applicant who does not meet WPPM's approval criteria. Property owner reserves the right to only accept applicants under the Basic Deposit criteria.
- 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.
- All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
- Renter's Insurance must be in force upon occupancy and throughout tenancy. Proof must be provided upon occupancy.
- 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).
- 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 will be required and you will need to provide a picture of the pet with applicant in the image and the pet's health record.
- If you have a Service Animal submit: Current letter from your doctor, service animal certification/license, picture of animal with applicant in the image and animal's health record.