

Windsor Pacific Property Management - Rental Application Requirements

To Apply for this property, go to wppm.com/rentals/ and click on the "APPLY NOW" box next to the property picture.

For questions on the rental application process, please email Antonio@wppm.com or call 925-248-5030.

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 on a first come, first served basis. **Applications are not considered complete and will not be processed without paid application fees and all required documentation submitted for all applicants.** Application fees for applications that are processed are non-refundable.
- WPPM will obtain a credit report for each applicant. Copies of credit reports provided by applicants are not accepted.
- Co-signers are not accepted.
- Applicants will be declined for any false or misleading information. All information provided to WPPM will be verified.
- WPPM obtains credit reports and tenant performance reports for all applicants from National Tenant Network. If the Applicant will be receiving a government rent subsidy to pay the rent, such as a Section 8 voucher, the Applicant may choose to provide lawful verifiable, alternative evidence of ability to pay, in lieu of a credit report.

Items required to process your application (please have all documents ready to upload to your online application):

1. **Completed Rental Application from ALL adults intending to occupy the home.** *Application Fees are \$60 [\$55 + \$5 third party non refundable credit card processing fee per adult] (\$39.25 Credit & Tenant Performance Report + \$15.75 Admin Fees). If the applicant will be receiving a government rent subsidy, such as a Section 8 voucher, AND has elected to not have their credit report run, the cost to perform the verifications of their alternative evidence of reasonable ability to pay and run a Tenant Performance Report shall be \$39.25 + \$15.75 Admin Fees.*
2. **Proof of income:** Last 3 Paycheck stubs with year-to-date earnings or Letter from employer for new employment or SSI, SDI Certificate. If Self-Employed: Copy of your last 2 years personal income tax returns and current year's Profit & Loss Statement.
3. **Copy Government ID** MUST be submitted (Driver's License or California ID, Military ID, etc.).
4. If the applicant will be receiving a government rent subsidy, such as a Section 8 voucher, AND has elected to not have their credit report run, the applicant must provide all of the following lawful verifiable alternative evidence of reasonable ability to pay:
 - a. Last 12 months of bank statements.
 - b. Last 12 months of PG&E bills or similar utility service bills.
 - c. Proof of government rent subsidy voucher
 - d. Last 12 months of rent payment receipts or canceled checks or a rent ledger from the current landlord/property manager.
5. If the applicant will be receiving a government rent subsidy, such as a Section 8 voucher, the applicant must provide a copy of their Voucher and the Request for Tenancy Approval (RTA).

Rental History Requirements:

1. Verifiable rental or homeownership/mortgage history of at least 2 years in good standing. Applicants with prior eviction or Unlawful Detainer history will be denied.
2. Negative references will be grounds for denial. No family references accepted.
3. Positive rental history includes: No late rent payments or NSF's. No unauthorized occupants and/or unauthorized pets. No outstanding balances due to current or prior landlords.

Income Requirements:

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 the current employer.
3. Income must be verifiable. Proof of income includes: 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 personal income tax returns and current year's Profit & Loss Statement.

Credit Requirements:

1. Basic Security Deposit (1 month rent + \$200) = 700+ credit score for each applicant. No late payments, no collection/charge off accounts, no bankruptcy, no tax liens, no judgements, no repossessions, no negative information.
2. Applicants with a credit score 660-699 may be considered with an increased security deposit depending on the number of negative tradelines, such as late payments, collection/charge off accounts, bankruptcy, tax liens, judgements, repossessions.
3. Bankruptcy within 12 months (active or discharged) will not be accepted.
4. Credit Reports with three or more collections/charge offs or any one collection above \$1000 will not be accepted.
5. Total monthly obligations from revolving debt must be no higher than 50% of the gross monthly income per applicant.

Other Conditions:

- Applications are processed within 2-3 business days subject to timely income and rental reference verifications.
- All applicants applying together must all qualify. Denial of one applicant constitutes the denial of all applicants in the group.
- Applicant understands that the Property Owner approves or denies each application and reserves the right to approve an applicant who does not meet WPPM's approval criteria. The property owner also reserves the right to only accept applicants under the Basic Security Deposit criteria.

- Upon approval, WPPM will require that applicant sign the lease and pay the entire security deposit, to secure the 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 under the tenant's name as of the date of possession of the property.
- Renter's Insurance must be in force upon occupancy and throughout tenancy. Proof must be provided upon occupancy and throughout tenancy once per year.
- First Month's rent is 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 the lease/rental agreement start date).
- Most properties do not allow pets and are always Non-smoking. Please inquire prior to submitting your application. IF the property allows for pets, Pet Rent and additional Security Deposit will be required. If you have a Pet or Assistance Animal there is an additional per pet application which is administered by a third party pet screening tool. Submit your Pet/Service Animal Application at: <https://windsorPacificpm.petscreening.com/>
- If the applicant will be receiving a government rent subsidy to assist in the payment of rent, such as a Section 8 voucher, the applicant may choose to provide lawful, verifiable, alternative evidence of reasonable ability to pay rather than have the Housing Provider rely on a credit report. The applicant shall be given a reasonable time to provide the alternative documentation.
- WPPM prides itself in providing equal housing opportunity for all applicants, thus we do not modify our guidelines for any applicant.