

DISCLOSURE SHEET

As part of your rental application process our screening company, On-Site, will create a rental report that accesses up to three types of information about you: 1) credit/financial records; 2) court records; and 3) personal references. Any negative, misleading, or unverifiable information may result in the denial of your application.

In the event of a denial or other adverse action, you have a right to obtain a free copy of your rental report from On-Site, and to dispute the accuracy of any information appearing in it. You may contact On-Site Renter Relations by phone (877) 222-0384; fax (888) 774-0144; or mail at 307 Orchard City Drive, Suite 110, Campbell, CA 95008. For more information, please go to www.rentrelations.com.

All residents are required to meet the following Occupancy Standards:

- A. All persons leasing an apartment must be of legal age to sign a contract (18 years or older).
- B. **INCOME REQUIREMENTS:**
1. The gross income/rent ratio used to qualify applicants must meet a 3 to 1 ratio.
 2. Applicants must have current verifiable employment for at least 6 months.
 3. Self-employed applicants must have either of the following:
 - a) Telephone directory assistance listing and 2 references with companies that can verify an open line of credit for 1 year.
 - b) Tax statements for the previous year and provide a current bank statement.
 4. Retired applicants must provide either of the following:
 - a) A current bank statement indicating the monthly direct deposit.
 - b) Documentation indicating monthly income; such as social security, disability, or retirement statements.
 5. Documentation will be required for all other sources of income (e.g. welfare, child support, alimony)
- C. **RENTAL HISTORY REQUIREMENTS:**
1. Applicants must have verifiable residency for at least 6 months with good payments and rental history.
 2. Recent college graduates may qualify without rental history only if all other criteria are met.
 3. Relatives are not acceptable references.
 4. Daytime phone numbers are needed for rental reference.
- D. **CREDIT REPORT REQUIREMENTS:** Applicants must have a favorable credit rating for the past two years. Credit rating must be at least 60% positive overall, or a total of 2 accounts must be rated positive. ***Applicants will not be accepted for the following derogatory credit records: moneys owed an apartment or landlord, or an eviction during the last five years.*** Applicants with a tax lien, repossession, foreclosure, or personal bankruptcy during the last five years, or less than the required credit ratings may be accepted with an additional security deposit equal to one month's rent. Payment must be made in the form of a money order or cashier's check within three (3) days after the notification that application was approved with the additional payment.
- E. **CRIMINAL RECORDS:** No applicant with a violent misdemeanor, outstanding warrants for his/her arrest or who have been convicted of a felony, sex or drug related charge within the past ten years will be accepted for residency.

APPLICATION FEES - NON-REFUNDABLE

1. \$ 41.57 for each applicant, i.e. co-signers, roommates, brothers, sisters, and any other individual over 18 are considered individual applicants and must pay a separate application fee. Money orders or Cashier's checks only, *no cash*, please.
2. Upon acceptance of application, a fee will be required to hold the property until move-in. This fee is non-refundable should applicant decide not to rent the property.
3. The first month's rent and security deposit must be paid in full before the move-in date.
4. Third party checks will not be accepted.

Applicant

Date

Applicant

Date

Applicant

Date

It is our policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, handicap, marital status, or familial status.

