



PacificCap Management, Inc.

Resident Screening Policy and Rental Criteria

Income Qualifications: Gross income must be at least two (2) times the resident portion of the monthly rental amount. Allowances from parents, scholarships, study subsidies and/or inconsistent income such as alimony, commissions, or tips will require notarized, written verification. The self-employed must provide documentation of verifiable income. Section 8 Applicant income qualifications will be determined based on their portion of the rent.

Employment Qualifications: All Applicants, through third party verification, must demonstrate current employment, certification of disability (which prohibits employment), certification of unemployment, documentation of self-employment, or confirmation of formal retirement from employment. Signatures are required in order to obtain all information from employers and/or financial institutions.

Rental Applications: Must be completed by each Applicant, without omission or falsification, over the age of eighteen (18). Rental applications and all forms required to verify information must be completed in their entirety and photo identification with signature will be required to verify age.

Age Requirements: All leaseholders must be at least eighteen (18) years of age unless familial status applies or documentation of emancipation is available. All occupants under legal age must reside with a parent or have legal proof of emancipation or guardianship.

Credit History: A credit report will be obtained from an outside agency for all Applicants. No credit established will be considered acceptable credit history. If derogatory credit history is in excess of fifteen hundred dollars (\$1,500) an increased deposit may be requested and recommendation will be dependent on level of income and length of rental history. An open bankruptcy will be grounds for denial.

Rental History: All Applicants must provide verifiable rental history or current mortgage history. Any pending court action pertaining to lease violations or eviction proceeding for non-payment of rent, or money owed to an apartment community or rental property will automatically disqualify the Applicant. Three (3) or more late payments within any consecutive twelve (12) month period or three (3) or more lease violations will disqualify an Applicant. Applicants with no rental history may be required to pay an increased deposit and recommendation will be dependent on level of income and credit history.

Public Records: A criminal record search will be conducted on all Applicants. Conviction of or pending charges of a felony offense or a misdemeanor crime against a person, property or involving controlled substances will disqualify an Applicant. If pending charges are dismissed the Applicant may re-apply for residency with proof that all charges have been dismissed. Any and all sex offenses and crimes against children will disqualify an Applicant.

Co-Signers: Co-signers will be permitted only for Applicants who do not meet the minimum income requirements. Co-signers will not be permitted for Applicants that fail to meet the rental history or credit reference requirements. Co-signers must complete a rental application, pay the required fee and meet all of the above requirements. If approved, co-signers will sign only the Lease Agreement, indicating after their signature that they are co-signers. As such, they are financial guarantors only and do not have any rights to the unit.

False Information: False or misleading information given by an Applicant or third-party sources will be grounds for the rejection of the application or eviction from the premises.



Low Income Housing Tax Credits: All Applicants must qualify for housing as defined by Section 42 of the Internal Revenue Code and the regulations there under. Third party, written verification of income and assets must be obtained for each household member eighteen (18) years or older, and total household income (including income from assets) must not exceed the Low Income Housing Tax Credit maximum allowable income for that household size at the time of application. Households comprised of all full-time students must meet specific criteria to meet eligibility. Any income sources or assets that cannot be third-party verified may disqualify Applicants. Applicants must agree to recertify their income on an annual basis no later than the end of each twelve (12) month period. Applicants must agree to notify Management of any change in student status and/or eligibility immediately.

Denial of Applications: All denied Applicants will not be eligible to re-apply at any PacifiCap property for a period of six (6) months from the date of denial. All application fees are nonrefundable.

The requirements listed above are necessary to insure reasonable and consistent review of all applications. By signing below I /We acknowledge that I/We have received a copy, read and understand this document.

Applicant Signature(s):



APPLICATION TO RENT

NOTE: Each applicant 18 years or older must complete a separate application form

APPLICANT

FULL NAME: _____
First Middle Last

Social Security #: _____ Date of Birth: _____

Driver's Lic. #: _____ State: _____

Phone # _____ Email _____

OTHER OCCUPANTS

NAME: _____ NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

RENTAL HISTORY (2Years Rental History)

Current Address: _____ Rent _____ How Long: _____

Street Number and Name

City Zip Code (Required) Telephone Number

Landlord Name Move-out Date

Landlord Address Telephone Number

Reason for Moving

Previous Address : _____ Rent _____ How Long: _____

Street Number and Name

City Zip Code (Required) Telephone Number

Landlord Name Move-out Date

Landlord Address Telephone Number

Reason for Moving

EMPLOYMENT HISTORY (2 Years employment history)

Current Employer _____ Position : _____

Address: _____ Supervisor: _____

Hire Date : _____ Current Salary \$ _____ Phone: _____

Previous Employment: Name _____ From: _____ Thru : _____

Address: _____ Supervisor: _____

How Long: _____ Current Salary \$ _____ Phone: _____

CREDIT REFERENCES

Bank Name: _____ Account No: _____

Branch: _____ Account Type: _____

Other Monthly Payments: _____

To: _____ Amount: _____

To: _____ Amount: _____

OTHER INFORMATION

Have you ever been evicted from Tenancy: Yes No If yes, describe: _____

Have you ever filed Bankruptcy: Yes No

Have you ever been convicted of or pleaded guilty or no contest to a Felony: Yes No If yes, describe: _____

Do you own any pets? Yes No If yes, describe: _____

Do you own any liquid furniture? Yes No If yes, describe: _____

Vehicle Make/Model: _____ Year _____ Lic. No _____

Vehicle Make/Model: _____ Year _____ Lic. No _____

Emergency Contact: _____

Name Phone Relationship

CHARACTER REFERENCES: (NOT RELATIVES)

1. _____
Name Phone Known how long?

2. _____
Name Phone Known how long?

The undersigned hereby makes application to rent # _____ located at _____
For either a minimum lease term of _____ month(s) or on a month-to-month basis if no minimum lease term is designated commencing on the _____ day of _____ at a monthly rent of \$ _____.
Applicant acknowledges the payment of \$ _____ as a non-refundable application fee. Applicant further acknowledges that \$ _____ has been paid to hold the apartment. This amount is considered part of the First Month's Rent and is refundable ONLY IF (1) the applicant cancels this application in writing within 72 hours of signing, or (2) the Management does not approve this application. It is further understood that the remaining rent due, security deposit and non-refundable cleaning fee, if required, will be paid prior to taking occupancy. Applicant acknowledges that the acceptance of this application and/or any accompanying fee or deposit by the Landlord does not guarantee that the application will be approved. Landlord reserves the right to deny approval of any application in any manner permitted by law.

The undersigned applicant declared that the information on this rental application is true, accurate, correct, complete and understands that any false, misleading, inaccurate, untrue or incomplete statements or information may result in the rejection of this and any future application for housing which we manage, as well as grounds for termination of the lease/tenancy. The undersigned applicant authorizes management make such investigations into credit report and credit and tenancy histories as may be appropriate or required in order to verify all such information and understands that all persons or firms named may freely disclose to management any requested information concerning the applicant. The applicant waives any right of action, and hereby fully releases and holds harmless the owner, landlord, management, and the respective agents and persons or firm supplying, disclosing or verifying information, from any consequences or liability whatsoever from any such inquiry, disclosure or verification.

Applicant _____ Date _____

Co-Applicant _____

