PRIME PROPERTY MANAGEMENT

EXPERTS IN THE LOCAL MARKET

RENTAL GUIDELINES

Thank you for your interest in a Prime Property Management home. Please review the following guidelines carefully before submitting your application.

General Guidelines

- A complete application is required from each adult (anyone 18 years and older, non-dependents) or emancipated minor, who intends to reside at the property. Missing or incomplete information will delay or prevent verification and result in the denial of your application.

- Prime Property Management requires a **NON-REFUNDABLE $50.00 screening fee** to check income, rental or home ownership history, and credit if the application is processed. The screening fee must be paid by credit card/debit for applications submitted online or by cash or money order if submitting your application in written form.

- You must submit proof of income with your application or within 24 hours of submission or your application can be denied.

- Allowable occupancy is 2 persons per bedroom plus 1 additional person per unit.

- You must submit a current, government-issued photo ID along with your completed application. At the time the application is submitted, the photo ID will be compared with the information provided on the application to confirm identity and immediately returned or destroyed. Management will not retain a copy of the photo ID until and unless the application is approved and the applicant moves into a unit.

- Co-signers (guarantors) will be allowed for credit and rental/mortgage history requirements only, must meet all financial and credit areas of the guidelines with a minimum FICO score of 700, and have a minimum gross monthly income equal to four (4) times the monthly rent.

- All Prime Property Management properties **DO NOT require Renter's Insurance**, yet highly recommended, which can, but not required, to be purchased through our Online Payment Portal**. Homes with swimming pools DO require renter's insurance** with a minimum coverage of $1,000,000, naming the property owner and Prime Property Management as an additional insured. The cost of insurance is the responsibility of the tenant.

- All Prime Property Management properties are non-smoking inside, however additional rules may apply to common areas.

- All applications must be submitted online at www.primeprop1.com (select the property you'd like to apply for under "Availability") or in person at 3457 McHenry Ave Suite #C, Modesto, CA 95350. **Online applications must be, signed, include required documentation and the Prime Property Management Rental Guidelines (the first three pages of the application are to be left blank if completed online).**

Credit Guidelines

- A credit report will be obtained for each applicant (we do not accept credit reports from outside sources).
- Minimum FICO score of 625. If only one applicant meets the FICO score requirement that applicant must also meet the income requirements solemnly in order to qualify.
- Any unpaid collections, judgments, or outstanding balances related to an existing or previous rental property will result in the application being denied.
- All Bankruptcies must be at least 24 months prior and must be fully discharged.
- Any combined unpaid past due balances/collections/judgments, excluding rental related, $5,000 will result in denial. (Note: Any medical collections or past due medical balances do not apply to any of the calculations above.)
- Applicants with a government subsidy may choose to provide alternative evidence of ability to pay should they not meet the minimum credit requirements.

(The requirements above exclude Covid 19 Rental Debt as defined in Section 1179.02 of the Code of Civil Procedure.)

Income Guidelines

- The combined applicants Gross Monthly Income must equal three (3) times the monthly rent.
- All income must be legal, verifiable in writing, and paid directly to the applicant or a representative of the applicant.
- Acceptable forms of income verification include, but are not limited to, the following:

  a. W2 Employees: Copies of the most recent year to date paystub. Handwritten paystubs must be supported by bank statements reflecting the deposits. A Verification of Employment (VOE) will be required.
  b. Self-employed: IRS 1040 (first two pages of the most recent tax return) and Schedule C (profit and loss statement of the most recent tax return). 2 most current bank statements supporting the income. We will use the most recent tax return net income + depreciation divided by the number of months reported. A CPA prepared and signed Profit and Loss statement will be considered in lieu of the income reported on the most recent Tax Return.
  c. Applicants that hold a job that is based mainly off of tips, bonuses or commissions will be considered self-employed.
  d. Proof of child and/or spousal support payments.
  e. Proof of social security income, disability or other government income.
  f. Proof of retirement or trust fund income.

g. Current offer letter for income/employment verification.
h. Proof of assets that show at least 3 times the market rent of the home for the lease term; or any written proof of other legal, verifiable income.

Rental and/or Mortgage History Requirements

- Applicants must have positive six (6) most recent months and twelve (12) cumulative months positive rental or mortgage history within the last 24 months. A qualifying co-signer will be required for applicants that do not meet our rental or mortgage history requirements.

- Prime Property Management requires written or verbal Verification of Rent (VOR) or Verification of Mortgage (VOM) on all applicants. Family members will not be considered landlords for the purpose of completing a VOR. Rental references are considered unverifiable if, after three (3) working days, your landlord has not returned Prime Property Management's phone calls, emails or faxes.

- Positive Rental or Mortgage History is defined as follows:
    a. No more than two (2) late payments or two (2) 3-Day Notices to Pay or quit per each twelve (12) month period.
    b. No more than 1 NSF check per each twelve (12) month period.
    c. No outstanding balances owed on existing or previous rental.
    d. No default and/or breach of a lease.
    e. No more than one (1) 3-Day Notice for lease rule violation during each twelve (12) month period, other than non-payment of rent or other financial obligations.
    f. No evictions or foreclosures during the last five (5) years

- Applicants not meeting the Positive Rental or Mortgage History Requirements will be automatically denied.

The requirements above exclude Covid 19 Rental Debt as defined in Section 1179.02 of the Code of Civil Procedure.)

Should Prime Property Management be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may reapply after 60 days from the denial.

Once an application has been completed, you will be notified of the result via text message, email, mail, or telephone. **An approved application does NOT guarantee you a unit or home.** Approval only determines your eligibility to rent the property for which you have applied and is valid for 60 days.

Upon approval, a **Holding Deposit in the minimum amount of $500.00 is required to be submitted** to our office in certified funds as soon as possible to secure the unit or home. **Certified funds include cashier's checks or money orders only.** Please be advised that there may be multiple approved applicants for the same unit or home; therefore, **approved applications are processed on a first-come, first-served basis based upon receipt of the Holding Deposit.**

The Holding Deposit will be applied toward the applicant's Security Deposit upon execution of the lease agreement and move-in. At the time the Holding Deposit is submitted, applicants will be provided with a Holding Deposit Agreement to review and sign acknowledging receipt of the Holding Deposit and the terms associated with it.

Once notified of approval and after submitting the Holding Deposit, applicants are required to take possession of the property and complete move-in within **seven (7) business days of the date the Holding Deposit is received by our office.** Requests to delay move-in beyond the seven (7) day period are subject to owner approval and are not guaranteed. If the owner approves an extended hold period, the applicant will be required to submit the entire Security Deposit amount as the Holding Deposit in order to reserve the property for the extended timeframe.

Upon signing the lease agreement and receiving possession of the property, you will be required to pay the first month's rent, the remainder of the Security Deposit, and any other applicable charges**. All funds due must be in the form of a cashier's check or money order only. NO CASH ACCEPTED.**

Only select properties that allow pets. Prime Property Management does not accept pets that have been deemed an aggressive breed. A photo of your pet is required. Assistive animals for persons with disabilities are not considered “pets” and are exempt from the foregoing, but do require management’s prior written approval.
Due to possible human error, we ask that you inspect the interior of the unit of your choice carefully to ensure amenities listed are actually present.

THE FOREGOING ARE THE REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY PRIME PROPERTY MANAGEMENT. IF YOU DO NOT AGREE WITH ANY OF THE FOREGOING, PLEASE DO NOT SUBMIT AN APPLICATION.

Applicant agrees to receive a receipt for their application to rent via email. Applicant’s email is: ______________________________

Effective January 1, 2024, if you agree to receive a copy of your receipt via email, Landlord will not provide a hard copy. If you would like a hard copy mailed to you, please contact our office.

I hereby irrevocably authorize Prime Property Management to keep a copy of the application and all documents submitted. Your signature is your agreement to the above.

Property: ____

Applicant Signature: ____ Date: ___________

The $50.00 Screening Fee pays for the following cost incurred by Prime Property Management:

Credit Report	$15.00
Cost to obtain, process and verify and review screening information (may include staff time and other internal costs)	$35.00

Third Party Verifications, such as the Work Number, are the applicant’s financial responsibility and are not covered in the $50.00 screening fee.

EQUAL HOUSING OPPORTUNITY

DISCLOSURE & AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which managed by Prime Property Management. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize hereby authorizes Prime Property Management (either directly or through its designated agents and its employees) to investigate my financial, credit, litigation and rental history. I authorize Prime Property Management to obtain reports that may include credit reports, investigative consumer reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, and previous tenant and employment history. I authorize the investigation and release of the information on all statements contained herein, from and to Prime Property Management and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Prime Property Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, my tenancy may be terminated immediately and I will be responsible for any damages incurred including reasonable attorney's fees resulting there from. I understand that a negative credit report reflecting my credit record may be submitted in the future to a credit reporting agency if I fail to fulfill the terms of my rental obligations or if I default in those obligations in any way.

Prime Property Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of race, color, religion, sex, national origin, familial status, disability/handicap, marital status, age, ancestry, sexual orientation, medical condition, gender, gender identity, gender expression, genetic information, source of income, any arbitrary basis, perception, association, or any other protected classification under federal, state and/or local law.

Notice of the contractual relationship between the Property Owner and Prime Property Management: Prime Property Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Registered Sex Offenders Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

I hereby have read thoroughly and have agreed to the above, RENTAL GUIDELINES, DISCLOSURE & AUTHORIZATION and DATA BASE DISCLOSURE NOTICE.

Property: ____

APPLICANT SIGNATURE ____ DATE ____________________

PRINTED NAME ____

❐Tenant
❐Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY						
Last Name	First Name		Middle Name		SSN or ITIN	
Other names used in the last 10 yrs. Work		phone number ( )			Home phone number ( )	
Date of birth	E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type	Number	Issuing Gov.		Exp. date	Other ID	
Present address		City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number	
Reason for moving out					Current rent $ /Month	
Previous address		City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number	
Reason for moving out					Rent at move-out $ /Month	
Next previous address		City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number	
Reason for moving out					Rent at move-out $ /Month	

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name

PART 2 – INCOME		
Income from Employment *(If no income is received from employment, write N/A)*		
Current Employer Name	Job Title or Position	Dates of Employment

❒Tenant
❒Guarantor

Name of Applicant:

Employer address	Employer/Human Resources phone number ( )
City, State, Zip	Name of supervisor/human resources manager
Current gross employment income amount: $	*(check one)* Per ❒ Week ❒ Month ❒ Year

Prior Employer Name	Job Title or Position	Dates of Employment

Employer address	Employer/Human Resources phone number ( )
City, State, Zip	Name of supervisor/human resources manager

Income from Other Sources

Other ~~income source Amount $~~ ______ Frequency ______

Other ~~income source Amount $~~ ______ Frequency ______

PART 3 – ASSETS & LIABILITIES

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		( )	
		( )	
		( )	
		( )	
		( )	

❒Tenant
❒Guarantor

Name of Applicant:

PART 4 – EMERGENCY CONTACT(S)			
In case of emergency, notify:	**Address: Street, City, State, Zip**	**Relation**	**Phone**
1.			
2.			

PART 5 – REFERENCES				
Personal References:	**Address: Street, City, State, Zip**	**Length of Acquaintance**	**Occupation**	**Phone**
1.				
2.				

Vehicles		
Automobile #1	Make:	Model:
	Year:	License #:
Automobile #2	Make:	Model:
	Year:	License #:
Other motor vehicles (list all):		

Other Information
Have you ever filed for bankruptcy? ❒ No ❒ Yes If yes, explain:
Have you ever been evicted or asked to move? ❒ No ❒ Yes If yes, explain:
Do you have pets? ❒ No ❒ Yes If yes, describe:

❒Tenant
❒Guarantor

Name of Applicant:

Do you have a waterbed? ❒ No ❒ Yes If yes, describe:
How did you hear about this rental?

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

❒ Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

______________________________ AppFolio, Inc.
Name of Agency

______________________________ 50 Castilian Drive, Santa Barbara, CA 93117
Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

❒ I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Landlord conducts a verification of rental history and verification of employment. The landlord prepares these forms for its own use, and its contact information is: Prime Property Management, 3457 McHenry Ave Suite C, Modesto, CA 95350, Phone: 209-554-5241

PART 8 – CONSIDERATION OF CREDIT HISTORY

❐Tenant
❐Guarantor

Name of Applicant:

Important Information, read carefully:

Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.

Option 1: Consideration of Credit History	**Option 2: Alternative Evidence of Ability to Pay** ***(This option is ONLY available to government rent subsidy recipients)***
If you either: • **Do NOT have a government rent subsidy OR** • **Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history** **Read and initial below.** Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords. Applicant's Initials: ___________	**If you both:** • **DO have a government rent subsidy AND** • **Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history** **Read and initial below.** Applicant authorizes the Landlord to obtain reports other than credit reports, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords. Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay. Applicant's Initials: ___________

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.

To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

Total fee for applications subject to credit history review *(Applicable for Applicants who selected* ***Option 1*** *in Part 8 of this Application)*	**Total fee for applications subject to review of alternative evidence of ability to pay** *(Applicable for Applicants who selected* ***Option 2*** *in Part 8 of this Application)*
$ 50.00	$ included with screening fee

❐Tenant
❐Guarantor

Name of Applicant:

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

Actual cost for screening reports inclusive of credit history *(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)*	**Actual cost for screening reports NOT including credit history** *(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)*
$ 15.00	$ included with screening fee

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)

$ ~~35.00~~ ____________

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. __________ Located at ____

The rent for which is $ __________ . Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of $ __________ , before occupancy.

Option to receive receipt by email. ❐X (*Landlord check only if applicable*) If box is checked, you can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here:__________________________________.
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

____________________ ____________________________

Date ***Applicant*** **(signature required)**

❐Tenant
❐Guarantor

Name of Applicant:

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On __________________________, Landlord received $ ______________________________ from the
(Date)

undersigned, hereinafter called "Applicant," who offers to rent from Landlord the premises located at:

____

(Street Address) **Unit # (if applicable)**

____ **, CA** _____________**.**
(City) *(Zip)*

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening Reports — $15.00

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) — $35.00

3. Total fee charged (cannot exceed the amount fixed by law) — $50.00

For Landlord Use Only
Screening fees paid by: ❐ Cash ❐ Personal Check ❐ Cashier's Check ❐ Money Order
❐ Credit Card # (Last 4 digits only) ______________ MC/VISA/AMEX Expiration Date: _____________

_____________________________________❐by ____
Landlord ***Prime Property Management / Agent for Landlord***

Date: ______________________

❒Tenant
❒Guarantor

Name of Applicant:

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.