GBR REAL ESTATE & INVESTMENT CO., INC.
63 Natoma Street, Suite 120, Folsom, CA 95630
(916) 988-4663 Office info@gbrrealestate.com Email
Office Hours: Monday to Friday 8:30AM-5:30PM

APPLICATION CRITERIA

QUALIFICATION CRITERIA FOR RENTING:

Applicant Requirements: Each prospective occupant (18 years or older or emancipated minor) must read, sign and submit this form with a completed application. Applications are completed on a first come, first serve basis. Applications are not considered received if any of the required documentation is missing, incomplete, or unsigned.

- Application fee of $30.00; payable in cash, cashier's check or money order per applicant.
- A fully completed and signed rental application for each potential occupant 18 years or older or emancipated minor.
- Fully completed and signed Application Criteria (this form) signed and submitted.
- A favorable credit history with a minimum credit score of 720 unless covered by SB 267
- **Debt-to-Income (DTI) Requirement:** Applicants must maintain a total monthly Debt-to-Income (DTI) ratio of **50% or less**. The DTI ratio is calculated by dividing the applicant's total recurring monthly debt payments (such as auto loans, student loans, credit cards, personal loans, and other financial obligations) *plus* the proposed monthly rent by their gross monthly income.
- Fully completed "Copy of Credit Screening Report Instructions" form.
- Verifiable household income source that is at least **3** times the monthly rent
    - Income Verification Criteria: All income utilized for qualification must be derived from a source with a minimum of 12 months of established employment history. Interrupted employment or gaps greater than 30 days within the preceding 12-month period may render the income source ineligible for use of qualification.
- Copy of a government-issued photo ID and copy of Social Security Card. (Pictures of IDs and social security cards will not be accepted.)
- No prior unlawful detainers, evictions, or collection records for non-payment of rent
- Liability insurance
- Favorable and verifiable references from current and previous landlords (At least two years)
- If applicants participate in subsidized housing programs, applicant must submit their housing voucher copy and calculation summary (Rent Affordability Worksheet) with the application.
- Applicant must not have any criminal or civil misconduct convictions for crimes considered harmful to people or property (Unless exempted by local law).
- Applicants who demonstrate threatening or abusive behavior towards property management staff or others during the property showing, application process or approval process will be denied.
- **If you believe any section of the application does not apply, DO NOT LEAVE THE SECTION BLANK, write in "N/A', "not applicable" or "None".**

Applicant Initials:_____

Required Documents: ***You must submit the following with your completed application to rent.***

1. **Photo ID**: All applicants must provide photo identification and Social Security card. Acceptable photo identifications include but are not limited to: state issued identification card or driver's license; passport, or any other government issued photo identification. *(Note: Military ID cards may not be copied)*

2. **Proof of Income**:
   - **Combined gross monthly income of all applicants must be at least 3 times the monthly rent.**
   - Three recent pay stubs with year to date earnings, proof of child and/or spousal support payments, social security income, disability or other government income, retirement or trust fund account, etc. All proposed income sources submitted for qualification must be documented and verified with a minimum of twelve (12) consecutive months of continuous employment history. Income that cannot be verified will not be considered.
   - Applicants who participate in government subsidies must show proof of 3 times the applicant's portion of rent that is not covered by the government subsidy.
   - Under California law, applicants who participate in government 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, the Landlord will consider that alternative evidence instead of the applicant's credit score. Applications will not be considered complete until applicants have submitted their verifiable alternative evidence of the ability to pay.
   - *Self-employed applicants must bring copies of the past two year's tax returns including schedule C and three months of checking and savings bank statements. (**Must be personal accounts, business accounts or business taxes will not be considered)***

Source of Income:

CC GOV Sec 12955 (p)(1): For the purposes of this section, "source of income" means lawful, verifiable income paid directly to a tenant, or to a representative of a tenant, or paid to a housing owner or landlord on behalf of tenant, including federal, state, or local public assistance, and federal, state, or local housing subsidies, including, but not limited to, federal housing assistance vouchers issued under Section 8 of the United States Housing Act of 1937 (42 U.S.C Sec. 1437f). "Source of income" includes a federal Department of Housing and Urban Development Veterans Affairs Supportive Housing voucher. For the purposes of this section, a housing owner or landlord is not considered a representative of a tenant unless the source of income is a federal Department of Housing and Urban Development Veterans Affairs Supportive Housing voucher.(2) For the purposes of this section, it shall not constitute discrimination based on source of income to make a written or oral inquiry concerning the level or source of income.

Applicant Initials:_____

3. **Application Fee** -An application fee *(cash, money order or cashier's check)* in the amount of **$30.00** for the purpose of obtaining tenant screening reports is required for EACH applicant (Credit Report - $17.00, Telephone, Equipment, & Supplies - $3.00, Property Manager's time @1 hr. -$10.00).This application fee is non-refundable once the process to verify your information has begun. Applications are transferable to any other available units for 30 Days. Reporting agency for credit check is Transunion, P.O. Box 1000, Chester, PA 19022, (800) 888-4213.
4. **Credit History**:
   - Favorable credit history with a minimum Transunion score of 720 is required.
   - Applications may be denied if ANY applicant's credit history contains any collections, unlawful detainers or evictions filed by a Landlord or Property Manager.
   - An applicant's total monthly Debt-to-Income (DTI) ratio must not exceed 50%, including the monthly rent for the unit they are applying for.

   Applications may be denied if ANY applicant's credit history contains open collections, open bankruptcies or bankruptcies closed in the last five years, or is below a 720 credit score as reported by Transunion.

5. **Rental History:**
   Each applicant must provide two years of positive rental history from a non-family source. Applicants must provide name of previous Landlord or Management Company, contact information (phone number and email) for Landlord, address of rental including an apartment number, and advise if the home is a house, apartment, duplex, condo, etc. Applicants without positive verifiable rental history may be denied. Negative rental history that could result in denial includes, but is not limited to, property damage, previous late payments, past due rent balances, previous NSF payments, and evictions.

6. **Pets or Service animals:**
   No dogs, cats, fish, birds, reptiles, rodents, or any other animal or exotic animal are authorized unless in writing by Landlord or Owner. Additional monthly charges may be required for authorized pets.
   Applicants will need to list the name, age, breed, and weight of all animals. Properties that consider pets do not guarantee pet approval and can be denied based on Owner's sole discretion except as covered by local or state laws. Service/companion animals are not considered pets and additional charges WILL NOT be assessed but their information is required including name, age, breed and weight, and documentation of service/companion animal. PHOTOS OF ANY PETS, SERVICE/ COMPANION ANIMALS ARE REQUIRED.

OTHER APPLICANT STANDARDS:

Occupancy Requirements:

- No more than two persons per bedroom plus one other person for the unit will be allowed to occupy the property. Exceptions to this standard could be made if there are additional rooms that could reasonably be used for sleeping but must be approved in writing in advance from the Landlord.

Applicant Initials:_____

Approved Applicants:

- Most agreements are ONE Year leases unless otherwise specified in writing.
- Applicants will be required to take possession of the unit no later than 14 days after date of approval.
- An approved application for one property may not mean that the application will be approved for another available unit.

PROOF OF LIABILITY INSURANCE:

Prior to move-in, applicants must provide the Declaration Page of a liability policy showing:

- Liability Coverage Amount: $100,000.00
- Policy equal to or greater than the term of the lease
- Policy naming all occupants of property.
- The rental property address
- Property manager and address added as additional insured (to notify landlord, in case policy is terminated)

GBR REAL ESTATE & INVESTMENT CO., INC. FOLLOWS ALL FEDERAL & STATE HOUSING LAWS AND DOES NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR DISABLITY. Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including, but not limited to, current and previous landlords, employers, and personal references. Applicant hereby authorizes owner/agent to obtain any Unlawful Detainer Reports, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of application. In the event that a material misstatement or misrepresentation is discovered after an applicant is accepted as a resident, and whether or not a Lease or Month-to-Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month-to-Month Rental Agreement and grounds for rescission of the contract and immediate eviction.

APPLICANT SIGNATURE:_____ Date:_____

APPLICANT PRINTED NAME:_____

Applicant Initials:_____

REAL ESTATE & INVESTMENT CO., INC.

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APPLICATION TO RENT

DRE # 00857690
63 Natoma Street, Suite 120, Folsom, CA 95630
www.gbrrealestate.com info@gbrrealestate.com
(916) 988-4663 Office (916) 988-4599 Fax

THIS FORM TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO LEASE OR RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.
COMPLETE IN BLACK INK AND PRINT LEGIBLY

Application to rent property at: _____

Full name of applicant: _____

Phone (___)_____Email _____

Date of Birth ____/____/_____ ☐ (If checked) Application is for Co-Signer of another applicant

Present address_____City/State/Zip _____
☐ Home Owner ☐ Renter

Social Security #: _____Driver's License #: _____State_____Exp. _____

Name(s) and age(s) of all other proposed occupants: _____

_____.

Reason for vacating current residence:_____.

Requested move-in date: _____
Approved applicants will be required to take possession of the property within two weeks of application approval.

1. Animals: ☐ YES ☐ NO Animal type including name, breed, age, and weight:_____

_____
A photo of each animal must be attached to this application. If service/companion animal, documentation must be attached to this application. Breed restrictions apply.

2. Does your pet have a history of biting? ☐ YES ☐ NO 3. Do you carry renter's insurance: ☐ YES ☐ NO
4. Have you been a party to an unlawful detainer action or filed bankruptcy? ☐ YES ☐ NO

If yes, explain:_____

Applicant Initials:_____

5. Do you or any planned occupant plan to use liquid-filled furniture? ☐ YES ☐ NO

If yes, explain:_____

RESIDENCE HISTORY:

If you own the home you currently reside in, write "Self" and complete all questions.

Name of current landlord/manager: _____

Landlord/manager's Phone: _____

Landlord/manager's Email: _____

Dates of Occupancy: _____

If present address is less than two years, list prior address and indicate landlord/manager's name and phone number AND EMAIL(S): _____

_____

Have you or any proposed occupant ever been asked to move out of a residence? ☐ YES ☐ NO

If yes, explain: _____

EMPLOYMENT HISTORY:

Present Employer:_____

How long with this employer:_____

Employer's address: _____City, State, Zip:_____

Phone (__)_____Supervisor Name:_____

Position or title _____

Gross Income Per Month $ _____

Other Income Per Month $ _____Source:_____

Other Income Per Month $ _____Source:_____

Other Income Per Month $ _____Source:_____

EMERGENCY CONTACT (Must not be proposed occupant of home):

Name: _____ Relationship: _____

Address: _____ City, State, Zip: _____

Phone (__)_____

Vehicle Information:

1. Auto Make _____ Model _____ Year _____

   License No. _____ State of registry _____ Color _____
2. Auto Make _____ Model _____ Year _____

   License No. _____ State of registry _____ Color _____
3. Auto Make _____ Model _____ Year _____

   License No. _____ State of registry _____ Color _____
4. Auto Make _____ Model _____ Year _____

   License No. _____ State of registry _____ Color _____

If more than four vehicles, please provide additional vehicle information in writing at time of submitting application with information requested above.

If an applicant will be receiving a government rent subsidy to assist in the payment of rent, such as a Section 8 voucher, applicant may choose to provide lawful, verifiable, alternative evidence of reasonable ability to pay rather than have Housing Provider rely on a credit report.

☐ Applicant will be receiving a government program rent subsidy and elects to provide alternative documentation. (Check box and list alternative documentation: _____
_____)

Applicant understands and agrees that this is an application to rent only and does not guarantee that applicant will be offered the Premises.

Applicant represents the above information to be true and complete, and hereby authorizes Housing Provider to: **(i)** verify all the information provided and authorizes GBR Real Estate & Investment Co., Inc to make any necessary inquires to evaluate the information provided ; **(ii)** obtain a credit report on applicant and **(iii)** disclose information to prior, current, or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, received without the full application fee or if the application is missing any documents the application will be considered incomplete and will not be processed. If application fee is submitted for an incomplete application, the application fee will be refunded.
IN CASE OF THIS EVENT, LIST ADDRESS FOR APPLICATION FEE RETURN TO BE MAILED TO:

_____.
(Applicant Mailing Address)

The application fee is not a deposit or rent payment and will not be applied to future rent or refunded, even if the application is denied. Applicants acknowledge that application fee will not be refunded if application is processed and applicant does not meet established, disclosed rental criteria.

APPLICANT CONSENTS TO A CREDIT REPORT INQUIRY.

Applicant represents that they are applying to rent a property from GBR Real Estate & Investment Co., Inc. and authorizes any necessary parties needed to verify the provided information to speak or communicate with GBR Real Estate & Investment Co., Inc. for the purpose of discussing tenancy or employment. Applicant agrees to hold harmless GBR Real Estate & Investment Co., Inc. and previous or future owners, managers or agents from any liability for providing written or verbal information regarding the quality of tenancy. If we cannot verify previous landlords and addresses, employment or any other statement, including your credit history on your application, it will be denied.

APPLICANT SIGNATURE: _____**Date:**_____

APPLICANT PRINTED NAME: _____

Application will not be considered completed if any initials or signatures are missing.

REAL ESTATE & INVESTMENT CO., INC.

COPY OF CREDIT SCREENING REPORT INSTRUCTIONS

(EACH APPLICANT MUST COMPLETE FORM SEPERATELY)

Pursuant to AB-2493, landlords must provide applicants with a copy of the consumer credit report to the applicant who is the subject of that report by personal delivery, mail, or email within 7 days of the landlord or their agent receiving the report.

Please select EXACTLY ONE option below with the preferred method of receipt for your credit report:

☐ **Option 1: Personal Delivery**: Applicant chooses to retrieve copy of credit report in our office located at 63 Natoma Street, Suite 120, Folsom, CA 95630, Monday through Friday, 8:30AM until 5:30AM.

Applicant to be notified once copy is available via email to:

_____(Applicant Email)

If Applicant does not retrieve copy of credit screening report within 7 days of email notification, copy of credit screening report will be mailed to applicant at:

_____(Applicant Mailing Address)

☐ **Option 2: MAIL:** Applicant chooses to receive a copy of credit report to mailing address of:

_____(Applicant Mailing Address)

☐ **Option 3: EMAIL:** Applicant chooses to receive a copy of credit report via email. Applicant email address:

_____(Applicant Email)

_____**APPLICANT SIGNATURE**

_____**APPLICANT NAME (PRINTED)**

_____**DATE**

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