



APPLICATION SCREENING CRITERIA

Thank you for your interest in renting from California Oaks Property Management. Please read the criteria below outlining our application process. Applications must be filled out completely and will not be processed without the proper documentation.

SCREENING CRITERIA:

- Anyone over the age of 18 must fill out a separate application regardless of marital status or credit history, no exceptions. See credit screening criteria below.
- A social security/ITIN number is required for each applicant.
- A copy of your driver's license card or photo identification card is required.
- Total verifiable gross monthly income of all adult occupants must be at least 2.5 the monthly rental rate; no exceptions. See documentation requirements below.
- Three years of residential history and references are required.
- Any unlawful detainer/evictions or landlord collections will be an automatic denial.
- Bankruptcy within the last 2 years will be an automatic denial.
- Cosigners are not accepted.

SCREENING PROCESS: Applications will be screened in the order that they are received. If an applicant fails to provide all required documentation outlined in the application criteria, the application will be considered incomplete, and the next applicant will be screened. The first application to meet established screening criteria will be approved for tenancy.

APPLICATION FEE: A \$40.00 application fee for each application is required. California Oaks Property Management has a written screening criteria, and that criteria has been disclosed to applicant with the application. The first application meeting that criteria is approved, then,

- (i) Housing Provider shall refund the entire screening fee within 7 days of failing to consider the application if the application is not actually considered (if the application is not screened);
- (ii) As an alternative, Housing Provider may offer to apply the screening fee to another rental unit being offered by the Housing Provider. In such case, Housing Provider may retain the screening fee if the applicant does not meet the established, disclosed criteria;
- (iii) Housing Provider may keep the screening fee if the applicant is considered (application screened), and the applicant is not accepted because the applicant does not meet the established, disclosed criteria.

If an application fee is paid and the application is screened, the applicant will be provided with a copy of the credit report obtained within 7 days of California Oaks Property Management receiving the report.

PROOF OF INCOME:

Total verifiable gross monthly income of all adult occupants must be at least 2.5 times the monthly rental rate; no exceptions. To provide adequate income the following are required:

- Two most recent full paystubs; if income varies, more check stubs may be required.
- If self-employed; Applicants must provide most recent 6 months complete bank statements showing the deposit transactions AND current audited tax returns.

If an applicant is receiving a government rent subsidy to assist in the payment of rent, such as Section 8 voucher, a copy of your current voucher must be provided at the time of applying.

Proof of income must be submitted in PDF (screen shots will not be accepted). Additional documentation may be requested to verify income.

CREDIT SCREENING: A full credit screening will be completed on each applicant over the age of 18.

- The average credit score of all adult occupants must be at least 650 combined.
- Applicants with an average score below 650 will not be approved.

COLLECTIONS:

- The combined total of all collection, delinquent, or charge off accounts for all adult occupants must be less than \$500.
- Collection account for utilities (e.g., electric, gas, water, internet, cell phones, etc.) will result in automatic denial, regardless of total amount.
- Medical and student loan collections are excluded from the total and will not be considered in the \$500 limit, however, applicants must still meet the average credit score requirement.

If an applicant is 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 having Housing Provider rely on credit. The applicant shall be given a reasonable time to provide alternative documentation.

EVICTIONS: Any unlawful detainer/evictions or landlord collections will be an automatic denial.

RENTAL HISTORY: You must provide a minimum of three years residential history, providing the full property address and landlord contact information. Rental references will be completed on all rental history. Applications are not considered complete until all landlord references are received. Negative rental history (late payments, violation notices and/or complaints on file, balance owed to landlord) will be an automatic denial.

COSIGNER: Cosigners are not accepted.

PROCESSING TIME: It will take approximately three to four business days to process an application. This may be longer if the application is incomplete, or if we are unable to complete rental references.

PETS: If you have a pet and/or service animal there is an additional pet application which is run through a third-party pet screening agency. Please create your pet profile and application by visiting:

californiaoakspm.petscreening.com

The pet screening application must be submitted at the same time as submitting your Rental Application, or the Rental Application will be considered incomplete.

The following breeds, dogs resembling these breeds, or mixes of these breeds are prohibited: Akita, America Staffordshire Terrier, Bull Terrier, Chow, Doberman, German Shepard, Husky, Pit Bull, Presa Canario, Rottweiler and Wolf Hybrid. All pet rules are strictly enforced.

RENTERS INSURANCE:

All applicants approved for tenancy are required to have \$100,000 of liability coverage. Coverage must be provided prior to picking up keys. Tenants have the option of shopping for their own policy and providing a copy, or signing up for renters insurance through their tenant portal.

If an applicant does not meet the liability coverage requirement, they will automatically be enrolled in the Liability to Landlord policy. (This policy does not cover the tenant's personal belongings.)

MOVE-IN FUND POLICY:

- Holding Deposit: Your full security deposit must be paid within 24-hours of approval to secure the property.
- First Month's Rent: First month's rent must be paid in full at least two business days prior to your move-in date.
- If you are approved within two business days of your move-in date, you must pay the security deposit and first month's rent in full within 24-hours of approval.
- All move-in funds must be paid through your online tenant portal, or by cashiers check or money order.

FAIR HOUSING STATEMENT:

- California Oaks Property Management is committed to compliance with all federal, state, and local fair housing laws.
- California Oaks Property Management will not discriminate against any person because of race, color, religion, national origin, sex, gender identity, marital status, familial status, disability, or any other classes protected by law.
- California Oaks Property Management will allow reasonable accommodation or reasonable modification based upon a disability related need. The person requesting any reasonable modification may be responsible for the related expenses.

ANTI BULLYING: We understand that locating a rental can be a stressful time. However, California Oaks Property Management has a strict anti-bullying policy and zero tolerance for verbal or written abuse to our staff. Any action deemed as harassment to California Oaks Property Management may result in application denial.

Applicants acknowledge reading California Oaks Property Management application screening criteria. Applicant understands and agrees that this is an application to rent only and does not guarantee that applicant will be offered the Premises.

Should you have any additional questions regarding our application process, please contact the office (805) 648-1851.