



3725 Talbot Street, Suite D
San Diego, CA 92106
P. 619-269-0276
admin@buchananpm.com

QUALIFICATION GUIDELINES FOR ALL APPLICANTS

Approval of your application is based on the following:

- Good credit (based on credit report, debt-to-income ratio, FICO score over 650).
 - o If FICO is 600-649, Deposit will be 1.5 times one month's rent. Regular deposit is equal to one month's rent.
- Verifiable gross income at least 2.5 times the monthly rent. More info below in the Completing our application section
- Verifiable rental history for the past 3 consecutive years.
- Good rental history: no money owed to prior residence; no notices requesting compliance with the rental agreement.
- No evictions (unlawful detainers.)
- Occupancy guidelines: we follow industry standards of 2 persons per bedroom, plus 1 per living room.

If the applicant (or combined applicants) does not meet our minimum qualification guidelines, we may request a higher deposit, or require a co-signor/guarantor.

Co-signors/guarantors: The advertisement for the home will state if a cosigner is permitted.

If permitted, the co-signors/guarantors must have excellent credit, credit score over 700, verifiable income at least 5 times the rent and excellent rental/mortgage history.

COMPLETING OUR APPLICATION

Our application is on our website: www.buchananpm.com. Each applicant over the age of 18 must complete a separate application. We process completed applications in the order they are received, time and date stamped by our computer system.

A completed application has all the following:

- No fields are blank in the application. All pertinent details are provided.
- Proof of income attached in .pdf or .jpeg format (pay stubs, SSI/SSDI statements, veteran benefit statements, bank statements and/or offer letters from employers, current SDHC vouchers, etc.)
- Must include 2 most recent consecutive biweekly or monthly paycheck stubs/pay statements (4 if paid weekly). Or most recent tax return. Or 6 months of banks statements. Other documentation will be reviewed as per property management approval.
- Paid application fee of \$47.00 by debit or credit card. We do not accept cash.

Incomplete applications will not be considered, and we will move on to the next applicant

Once your application is approved, we require a paid security deposit within 24 hours of approval. We can only hold homes for a maximum of 10 days from the date of your application or 10 days from the date the home is available in the future. The approved application and deposit payment removes the home from the rental market. If you cancel, you will forfeit the security deposit. The security deposit can be paid online, or by certified funds. No cash or personal checks accepted.

APPROVAL PROCESS

We will approve you by phone and/or email. The lease will be sent for signatures, either digitally or other means. You will have 24 hours to review the lease and sign it. Otherwise, we will rescind the lease; and move on to the next applicant.

If your application is denied, we will notify you by mail, and provide you with the information to obtain copies of your credit report, and any other documentation in accordance with the law.

RENTER'S INSURANCE

Renter's insurance is required. Insurance must be a minimum of \$100,000 limited liability with Buchanan Property Management listed as additional insured and property manager if applicable. Proof of this is required for move in.

If no proof is received at move in, you will be automatically enrolled into a liability insurance that covers the building/home structure, however does not cover any of your personal belongings.

PET INFORMATION

Please check home description on advertisement for pet approval. Any restrictions do not apply to Service and Support Animals as in accordance with the law.

Restricted Breeds: Pitbull, German Shepherd, Akita, Cane Corso, Bull Mastiff, Staffordshire Terrier, Doberman, Boxer, Malamute, Husky, Dalmatian, Chow Chow, and Fila Brasileiro.

MOVING IN

On move-in day, we do require all the following be complete prior to providing you the keys:

- The lease must be signed by all applicants.
- The security deposit and first month's rent must be paid (online or certified funds)
- Any required utilities must be established in the resident's name. Please send us the proof before the lease begins.
 - o These must have a start date of the move in day.
- Renter's insurance must be set up for the home with a start date of the move in day or earlier.

If any of the items above are not completed, the lease will have started and take effect, but we will not give possession of the home over until proof of all items are complete. **Please note we never accept cash.** You may pay online, but we will not acknowledge until the payment clears the bank.

If paying online for move in funds, you must do so at least 3 business days in advance. This is to ensure the payment posts by your move in date, otherwise, you will delay your move in.

**Thank you for considering Buchanan Property Management for your new home!
We're looking forward to working with you!**