

# APPLICATION PROCESSING AND SCREENING POLICY

## RENTAL APPLICATION

Each adult applicant (18 years or older) must complete a rental application.

Applications can be submitted online through our website at [www.mapmanagement.com](http://www.mapmanagement.com) or you can request an application form from our office which will then need to be delivered to our office.

**There is a NON-REFUNDABLE Processing Fee of \$45.00 per applicant and can be paid online with a credit card, Money Order, or Cash that is to be hand delivered to the office.**

**This form needs to be signed by all Applicants and be turned into the office along with all necessary paperwork listed below. It can be faxed, emailed, or brought into the office.**

If the applicant does not read and understand English, it is the applicant's responsibility to provide their own translator for the rental application and/or rental agreement.

## IDENTIFICATION

Each applicant must present a **VALID PHOTO ID (Government issued)**, current social security card, or print out from the Social Security office.

Upon signing the rental agreement, a photo will be taken of each Tenant.

## RENTAL HISTORY

Applicant must have **at least 1 previous landlord within the last 3 years** which must be verifiable.

Each adult applicant (18 years or older) intending to occupy unit/property **MUST PREVIEW THE UNIT/PROPERTY IN PERSON** prior to finalization and approval of application.

There is a **2 person per bedroom occupancy maximum unless otherwise stated.**

## INCOME REQUIREMENTS

Applicants must earn a combined, monthly gross income of at least 2 ½ times of the monthly rent with verifiable income.

Applicants must have been with their current employer and current residence for a minimum of two years.

Applicants must present 2 consecutive, most recent, and original pay stubs.

## CREDIT RECORD – *We reserve the right to increase the security deposit based on any of the following:*

Bankruptcies, unsatisfied judgments, and unlawful detainers must be disclosed on each application and will be considered.

If the credit score is less than 650, the application will be reviewed, and the decision will be at the discretion of management.

Self-employed applicants must present the last two years tax returns, business license, and bank records for the last 6 months.

## CO-SIGNERS

Must be a homeowner in California for at least 5 years; work at their job for at least 5 years; all people listed on title must apply; Credit Score 750 or higher; make at least 3 times the amount of the rent; able to cover rent and their debit payments.

## CRIMINAL HISTORY – *We reserve the right to reject an application for non-disclosure of the following:*

Any Misdemeanor's and or Felonies that were not disclosed will be terms for immediate rejection.

Any Misdemeanor's and or Felonies that are disclosed may be considered.

## EXCLUSIONARY POLICY

The property MAY allow pets. A pet application, pet Agreement, pet rent, and pet deposit are required for each pet. Qualified service and emotional support animals with compliance of AB468 paperwork are accepted. (See breed exclusions on our website)

**All properties are non-smoking/vaping.**

## INSURANCE

***At time of lease signing tenants MUST provide proof and maintain Renter's Insurance naming MAP Property Management as additional insured.***

Applicant hereby agrees to all of the above and represents all information in this Application to be true and accurate and authorizes owner/manager and his/her/its employees and agents to verify said information in person, by mail, phone, fax, or otherwise, to help determine Applicant's rental, credit, financial, and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents, and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original. Any documentation and/or information that is submitted and/or obtained with this application, remains in the custody of MAP Property Management AND is not required to give copies of anything pertaining to the application process.

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Applicants signature

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DATE

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Applicants signature

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DATE