



1310 Continental Street
Redding, CA 96001
(530) 605-4110

Rental Application

Date: _____

Desired Property Address: _____ Desired Move in Date: _____

First Name: _____ Middle Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Applying with: _____

Please read the following information carefully before you apply!

Tuscan Sun Property Management considers complete applications, as provided for in the established screening criteria, in the order in which the complete applications were received. Your application is not considered complete unless all required criteria information is presented and verified for all roommates. If your application is not complete, or is unverifiable, it may be denied. Please see our Denial Policy page for more information.

When filling out the application, applicant understands and agrees that the application to rent only and does not guarantee that applicant will be offered the premises. Tuscan Sun Property Management is not required to refund an application screening fee to an applicant whose application is denied, after consideration, because the applicants do not meet our established screening criteria, or if any application is incomplete. If you are approved for a home but decide not to move forward with your good faith agreement, your application fee is non-refundable. If your application is approved, you can move your application to any other available property for up to 60 days, at no extra cost.

We verify the information presented on applications to confirm that prospective tenants are financially stable, responsible, and able to meet the obligations of renting the property.

Applicants must meet at least 3 out of the 4 criteria to be approved. Please note that meeting 3 out of 4 criteria does not guarantee approval.

We do not discriminate on the basis of race, color, religion, sex, national origin, age, familial status, or disability.

APPLICATION FEE: Please be prepared to pay the application fee of \$45.00 for each applicant, as outlined in the property listing.

Application fee of \$45, which is allocated as follows:

Credit Report: \$15 per report from Experian (third-party service, soft credit check).

Staff Processing Labor: \$25 for a minimum of one hour of staff time, covering application processing, review, verification, and coordination with applicants, references, and property owners.

Online Application Fee: \$5 for processing by AppFolio (third-party service).

Criteria 1: CREDIT SCORE- Applicants must have a credit score of at least 650. We will take into consideration medical debt and student loans.

Criteria 2: RESIDENTIAL HISTORY- Applicants must list 5 years of residential history, with complete addresses and landlord information. You can present self-verified residential history by providing tenant ledgers or a mortgage statement. We consider only unbiased references.

Criteria 3: INCOME STABILITY- Applicants must show Income stability for at least one year. You can present self-verified income stability by submitting your last year's tax return (first two pages only), or W-2, with your two most recent pay stubs.

Criteria 4: TOTAL HOUSEHOLD INCOME- The total household income must be at least three (3x) times the rent amount. (2x for City low-income programs or 3x the tenant portion for Housing Voucher programs.)

IF YOU HAVE AN ANIMAL: Not all property owners consider pets. If you have an animal, we require a picture of each animal and proof of current rabies vaccination for each dog or cat. For an ESA, with your photo and proof of rabies vaccination, you must also provide proper ESA documentation, including a current care provider letter (within the past year). If your letter is not current, or is not on legitimate business letterhead, you may also be asked to complete our Reasonable Accommodation Form so we can verify the information with your care provider. For service animals, please provide a picture and any necessary documentation.

PERSONAL INFORMATION: We do not require a photo ID until after your application is approved and your good faith deposit is paid. Please confirm that all information on your ID matches the information you have entered on your application. If the information on the ID you provide after approval does not match the information on your application, you may be denied.

DEPENDENTS: Date of birth is not required unless you are applying for a unit that is part of the City's low-income program. Everyone that will be living in the home that is over the age of 18 must submit their own separate complete application.

AFTER APPLICATION APPROVAL: Upon approval of your application, you must pay a non-refundable Good Faith Deposit that is at least half of the requested Security Deposit, with a cashier's check or money order only, to place a hold on the property. You will be asked to provide current valid government-issued photo identification at this time. The good faith holding deposit must be paid within 24 hours of approval, or we will move forward with the next applicant in line. After the good faith deposit is received, you must take possession within 14 days of receipt of Good Faith Deposit or unit readiness, if unit is not currently ready.

CO-SIGNER POLICY: Guarantor Option: IF REQUESTED BY MANAGEMENT ONLY

After Management reviews your application and determines that you do not meet all the above requirements, they may request a Guarantor. Not all property owners take Guarantors. The Guarantor must provide a complete application and meet all listed criteria. Guarantors must be a California resident, have a credit score of 750 or higher, and are currently employed with verifiable income of four (4) times the monthly rent. If a co-signer application is submitted without management's request, the application fee is non-refundable. *Guarantor agreement is for the length of the tenancy and is a guarantor for the unit NOT an individual*

TIMELINE: Please allow 2-3 business days for processing your application. However, more time may be needed if you did not present complete information and your references are slow to respond to our inquiry, or if it is an affordable housing application with additional forms required. If you present self-verified residential history (tenant ledgers or mortgage statement) and self-verified proof of income stability (your two most recent pay stub and your last year's tax return or W-2), at the time of application submission, you could receive your application decision as quickly as 1 business day. In most cases, the property owner makes the final decision on your application. Tuscan Sun gathers the information, verifies it and then contacts the owner for approval or denial (this can take additional time).

Your application may be denied if: -You have a credit score of 649 or lower.

-You do not present a complete application.

-If after processing we find that you misrepresented any information on your application.

-You do not meet at least 3 out of the 4 required criteria listed above.

-Where you lived for the past 5 years is not noted on your application.

- You have negative rental references.

- After processing, less than 5 years rental history, or home ownership, is verifiable. We consider only non-biased references (not family or friend) as a verifiable rental reference.

- Your income stability for at least 1 year is not verified.

- You do not have employment stability. This is less than 1 year with the same employer or in the same field.

-The total household gross income is less than 3x the rent amount.

-You have a high volume of derogatory credit, including charge-offs, collections, and past due accounts, of more than 25% of accounts.

- You have a bankruptcy within the past 5 years.

- You have had a foreclosure within the past 5 years.

- You have a vehicle repossession within the past 5 years.

- Currently owe money to a landlord, utility company (cable or phone also), or have previous landlord/tenant civil judgment and eviction.

-Your co-applicant does not meet the criteria listed above.

-Your co-applicant does not submit their application within 24 hours.

UNDERSTANDING:

By initialing below, I certify that I understand and agree that this is an application to rent only and does not guarantee that I will be offered the premises. I have read and understand all the above-listed criteria and requirements for approval. I understand that my application fee is non-refundable if my application is considered but is denied because I do not meet the above-listed criteria and/or have not submitted all the necessary information listed above.

Initials _____ Date _____

Criteria 2: RESIDENTIAL HISTORY- Our application criteria requires that you have at least 5 years verifiable rental history from unbiased references (non-family or friends). Even if you do not have any verifiable rental history or property ownership history, please note where you have lived for the past 5 years. Failure to provide accurate landlord information can delay your application processing time. You can expedite your application processing time by providing us with tenant ledgers from your landlords to self-verify rental history. A tenant ledger is the record of all your charges and payments. Many management companies no longer give rental references, in that case we would require a tenant ledger.

Current Address: _____

City: _____ State: _____ Zip Code: _____

Move in Date: _____ Move Out Date: _____ Monthly Payment Amount: _____ RENT / OWN

Landlord Name: _____ Landlord Phone #: _____

Landlord Email: _____ Reason for leaving: _____

Previous Address: _____

City: _____ State: _____ Zip Code: _____

Move in Date: _____ Move Out Date: _____ Monthly Payment Amount: _____ RENT / OWN

Landlord Name: _____ Landlord Phone #: _____

Landlord Email: _____ Reason for leaving: _____

Previous Address: _____

City: _____ State: _____ Zip Code: _____

Move in Date: _____ Move Out Date: _____ Monthly Payment Amount: _____ RENT / OWN

Landlord Name: _____ Landlord Phone #: _____

Landlord Email: _____ Reason for leaving: _____

PERSONAL INFORMATION-This information is required, but we do not require a photo ID until after your application is approved and your good faith deposit is paid. Please confirm that all information on your ID matches the information you have entered on your application.

Date of Birth: _____ SSN (or ITIN) _____

Government Issued ID #: _____ Issuing State/ Territory _____

FINANCIAL INFORMATION -We do not require your bank account information unless you are submitting bank statements as your proof of income stability, or if you are applying for income restricted properties.

Bank Name: _____ Account Type: _____ Account Balance: _____

Criteria 3: INCOME -We will need to verify stable income that is at least 3x the rent amount for your household. You can submit two types of income proof from the list below to have income verification complete at the time of application submission. If you do not submit self-verified income with your application, we will need to contact your employer for more information, and this may delay your application being considered. 1) Last year's income tax return (IRS form 1040), business return also if you are self-employed, **OR** W-2 if employed. **AND** 2) your most recent Pay stub. **AND/ OR** 3) The last three months complete bank statements. **AND/ OR** 4) Award letter. **AND/ OR** 5) Investment account statements. **AND/ OR** 6) HUD Limits Sheet (Please note that our low-income properties will have other forms and information required after application submission.)

Employer Name: _____ Employer Phone #: _____

Employer Address: _____

Monthly Salary: _____ Current Position Held: _____ Years worked: _____

Supervisor Name: _____ Supervisor Email: _____

OTHER INCOME

Monthly Income: _____ Source: _____

Monthly Income: _____ Source: _____

DEPENDENTS -Date of birth is not required unless you are applying for a unit that is part of the low-income program. Everyone over the age of 18 must submit their own separate application. **How many occupants will be living in the home?** _____

First and Last Name: _____ Relationship: _____ DOB: _____

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ANIMALS – Not all property owners consider pets. If you have an animal, we require a picture of each animal and current proof of rabies vaccination for each dog or cat. For an ESA, with your photo and proof of rabies vaccination, you must also provide proper ESA documentation, including a current care provider letter (within the past year). If your letter is not current, or is not on legitimate business letterhead, you may also be asked to complete our Reasonable Accommodation Form so we can verify the information with your care provider. For service animals, please provide a picture and any necessary documentation. Please ask for our restricted Dog Breeds List. **How many animals will be living in the home?** _____

Animal Name: _____ Type: _____ Breed: _____ Weight: _____ Age: _____

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EMERGENCY CONTACT - First and Last Name: _____

Relationship: _____ Phone Number: _____

Email: _____ Address: _____

QUESTIONS - Please circle yes or no, then add any notes of explanation if you marked yes.

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? YES / NO

Have you ever been convicted of a crime? YES / NO

Have you ever filed suit against a landlord? YES / NO

Is there anyone else in your home 18yrs or older? YES / NO

Do you have HUD or other Rental Assistance? YES / NO

Do you have any other special requests or information we should know about your application? YES / NO

Signature required on next page!

DISCLAIMER AND SIGNATURE

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. Permission is granted to all employers, banks, rental providers, credit providers and other agencies to provide personal information concerning wages and income, employment, rental, bill paying histories, and other information pertinent to the granting of credit or approval of this rental application to the Owner and/or Property Manager.

I hereby authorize TUSCAN SUN PROPERTY MANAGEMENT to obtain all relevant information including but not limited to, unlawful detainer information, criminal background histories, employment verification, credit reports and rental verification. By signing this agreement, I authorize the above screening be performed and waive any rights of privacy or rights that may be infringed upon by your investigation of my application. I agree to pay to the Landlord a screening fee of \$45.00. I understand that I am entitled to a copy of any consumer credit report obtained by the landlord. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

FOR OFFICE USE ONLY

Application Received by: _____ \$45 Application Fee Payment Type: _____

Time Application Received: _____ Date Application Received: _____

Application entered by: _____ Date entered in AppFolio: _____