



APPLICATION FOR APARTMENT HOME RENTAL

NOTE: This ENTIRE application must be completed or it may not be considered for acceptance. Please read and sign the Qualification Guidelines prior to completing application. All applicants over 18 years of age must submit separate applications.

Apartment: _____ Desired Move-in Date: Earliest Date: _____ Latest Date: _____
Rental Rate: \$ _____ Lease Term: _____ Special Provisions: _____
Last Name: _____ First Name: _____ MI: _____ Sr./Jr.: _____
Social Security: _____ - _____ - _____ Date of Birth: ___/___/___ Driver License Number: _____ State: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Best time & preferred phone to contact you: _____ Do you have any pets? (Circle) yes or no
How did you learn about our community? _____ Breed: _____
Weight: _____

OCCUPANTS: Total No. of Occupants: _____

Name: _____ Relationship: _____ Sex: _____ Date of Birth: ___/___/___ SSN: _____
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Name: _____ Relationship: _____ Sex: _____ Date of Birth: ___/___/___ SSN: _____
Name: _____ Relationship: _____ Sex: _____ Date of Birth: ___/___/___ SSN: _____

HOUSING INFORMATION:

Present Address: _____ City: _____ State: _____ Zip: _____
How long have you lived there?: _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving? _____

Previous Address: _____ City: _____ State: _____ Zip: _____
How long did you live there?: _____ Rent: \$ _____ Landlord (Co. or person): _____
Landlord's Phone: _____ Landlord's Fax: _____
Reason for moving? _____

EMPLOYMENT INFORMATION:

Present Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
How long? _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____
Human Resource Phone: _____ Salary: \$ _____ per _____

Previous Employer: _____ Address: _____
City: _____ State: _____ Zip: _____
How long? _____ Position: _____ Supervisor: _____ Supervisor's Phone: _____
Human Resource Phone: _____ Salary: \$ _____ per _____

VEHICLE INFORMATION:

VEHICLE(S)/RECREATIONAL #1 (Make, Model, Color, Year): _____

License Plate #1: _____ State: _____

VEHICLE(S)/RECREATIONAL #2 (Make, Model, Color, Year): _____

License Plate #2: _____ State: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Relationship: _____

Have you, your spouse, or any occupant listed in this application ever been ___ evicted, ___ filed bankruptcy, ___ been arrested for a felony or sex related crime?

Please date and list each: _____

I understand that this application for an apartment is subject to acceptance or denial. I hereby state that the information set forth above is true and complete and authorize verification of the information and references given including the investigation of a professional credit check, arrest/convictions record and background check for all applicants. Should any statement made above be a misrepresentation or untrue, the application will be immediately declined and the application fee will be retained as compensation to the agent for holding the apartment off the market.

It is understood the partial security deposit received in the amount of \$ 100.00 will be returned if applicant is not accepted as a resident. If accepted and the resident does not move in on the starting date given, the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. I understand I may cancel this application by written notice within 72 hours and received a full refund of security deposit. If I cancel after 72 hours, I understand I forfeit the security deposit.

I have submitted the sum of \$ 32.00, which is a non-refundable application fee for a credit check and other processing costs of this application. This sum is not a rental payment or security deposit and will be retained by TMI to cover the costs of processing the application whether my application is accepted or not.

I have submitted the sum of \$ 8.00, which is a non-refundable administration fee, but not the application fee. If I cancel after 72 hours, or fail to enter into a rental agreement, I understand that all fees will be forfeited. I understand I will be charged rent from the agreed upon move-date.

I hereby consent to allow Aperto Property Management, through its designated agent and its employees, to obtain and verify my credit information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, Aperto Property Management and its agent shall have the continuing right to review my credit information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

APPLICANT SIGNATURE: _____

DATE: _____

LEASING SPECIALIST: _____

DATE: _____

FOR OFFICE USE ONLY

Apartment # _____ Unit Type: _____ Applicant Last Name: _____

Person Accepting Application: _____

Person Processing Application: _____

Date the applicant(s) was notified by ___ phone, ___ letter, or ___ in person of ___ acceptance or ___ non-acceptance: _____

Name of applicant who was notified: _____

Name of owner's representative who notified applicant above: _____

Vincentian Villa

Rental Criteria and Occupancy Guidelines

All properties managed by Aperto Property management comply with State and Federal Fair Housing Guidelines and we do not discriminate on the basis of race, color, religion, sex, handicap, familial status, sexual orientation, or natural origin. All applicants are subject to a credit and criminal background check, as well as a public record search.

A **\$40 application fee** will be charged on each rental application and an application must be processed on all potential applicants 18 years or older.

A **\$500 holding deposit** in the form of a money order or debit/credit card will be charged. This holding deposit holds the apartment home until move in and it is applied to the Security Deposit. In the event the applicant cancels within 72 hours or is denied, this holding deposit is **fully refundable**. However, in the event you cancel after 72 hours, the deposit is **not refundable**.

Government issued photo identification is required.

This community uses Corelogic to evaluate your consumer credit report. Credit scoring is based on real data and statistics so all applicants are treated objectively. Your credit report contains information about you and your credit experiences including your bill-paying history, the number and type of accounts you have, late payments, collection actions, outstanding debt, rental history and the age of your accounts. If your application is denied or accepted with conditions, you will be given the name, address and telephone number of the consumer reporting agencies, which provided your consumer information to us. Additionally, a Criminal Background check is completed on all applicants.

Qualifying Guidelines:

- 1) **Occupancy Guidelines:** Maximum number of occupants per apartment will be determined by the following reasonable standard:

Studio = 3

If birth or adoption occurs during the term of the lease the occupant will be allowed to complete the term of their lease, in the current apartment home.

- 2) **Income Guidelines:** All income sources require third party verification and income sources to include paystubs, court ordered spousal or child support, prior year's W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income may be used. Parental support does not constitute as additional income, unless parent is a co-signer.

Income received annually will be averaged over 12 months. Gross annual income for all leaseholders is combined and entered into the credit-scoring model for each applicant. Gross monthly income of combined applicants must be **2.0 times** the scheduled rent of the apartment. Some additional income may be included, such as government economic assistance, alimony, child support, or a second job (only with proof). If unemployed or retired, proof of income / assets should be provided, and must be equal to or greater than **2.0 times** the contractual amount of the lease term. Co-signer/Guarantors must apply and be qualified as a resident. Management will need to verify the last twelve months of employment and will require proof of one month pay via paystubs or direct deposits via bank statements. If applicant is not currently employed or employment cannot be verified then management may require three months of rent to be paid up front, plus a security deposit equal to one month of rent.

- 3) **Resident Verification Guidelines:** Twelve months of verifiable, third party rental history, or twelve months of verifiable home ownership will be required. Living with a family member or a friend and not being a contract lease holder negates verifiable resident verification.

- 4) **Credit Decision and Security Deposit Requirements:**

Approved: Applicant will be required to pay the standard deposit (equal to one month's rent) if all other requirements are met. Approved with Conditions: Applicant will be required to pay one and one half times the monthly rent if all other requirements are met.

An automatic denial for all applicants may include but are not limited to: a non-discharged bankruptcy, insufficient income, unpaid judgments, an eviction, outstanding rent debt to another landlord/mortgage, household size exceeding occupancy limits, and/or falsification of the application information. Lastly, anyone having been convicted of a drug related crime and/or burglary, robbery, vandalism, aggravated assault or any other violent crime against persons or property may return with an automatic denial.

Applicant Consent:

The undersigned applicant(s) and co-signer(s) hereby consent to allow Vincentian Villa ("owner"), itself or through its designated agents or employees, to obtain a consumer report and/or criminal record information on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease an apartment to me/us. We also agree and understand that owner and its agents and employees may obtain additional consumer reports on each of us in the future to update or review our account. Upon my/our request, owner will tell me/us whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Applicant

Applicant

Applicant

Date

Date

Date

Additional Information:

Parking: Applicant agrees to the management's assignment of parking spaces and acknowledges that spaces cannot be reassigned. Parking is based on availability.

Deposit: All security deposits will be due at the time of move in. The \$500 holding deposit required a time of application will be applied to the overall security deposit at move in. Deposits must be in the form of cashiers' check or money order. Keys will not be provided until all deposits and rents have been paid in full and utilities have been put into resident's name. I understand that there is a 72 hour period within which to request a refund of the holding deposit and withdraw my application for an apartment. Any fees charged for credit or reference checks are non-refundable.

Rent: All initial rent, deposits and fees must be made by money order/cashiers' check or credit/debit payment. No cash or personal check is accepted.

After the initial move in, rental payments may be paid with a personal check. All payments are to be made payable to Vincentian Villa. Payments must be made at the Rental Office located at 1825 Mission St., San Francisco, CA, 94103. The Rental Office can be reached by phone at **415-621-5305**. Additionally, a "night drop" is available for payments when the office is not open.

Utilities: Electricity, Water, Sewer, and Trash are included in the base rent. Resident shall be responsible for the payment of utility services to include cable, internet, and phone if so desired.

Renter's Insurance: Personal Liability Coverage of \$100,000.00 is encouraged with Vincentian Villa named as a rider on the insurance policy and resident may choose to utilize the renter's insurance program offered by management. Personal Property Coverage is strongly recommended, but not required.

Pet Deposit: A \$200 refundable pet deposit is required per pet for all registered pets and an additional \$20 per month pet rent will be charged per pet.

Physical Address: _____

Unit # Rented: _____

Scheduled Move In Date: _____

Pet Deposit: \$ _____

Security Deposit: \$ _____

Monthly Rent: \$ _____

Parking : \$ _____

Pet Rent: \$ _____

Total Payment Due Monthly: \$ _____

