

## Coldwell Banker Rental Property Management

# APPLICANT SCREENING POLICY

The following is required with your application:

1. Copy of Social Security Card, If any, or other documentation of identity for credit verification purposes.
2. Bring your I.D., to confirm identity.
3. Proof of income:
  - a. 2-3 recent copies of verifiable pay records
  - b. and/or documentation of any other source of income.

**The following are the requirements you will have to meet to be considered for a rental:**

If you are employed you will need to be employed for at least (1) year. Employment verification will be made either by FAX, on company letterhead and/or phone. Your monthly gross income has to be at least (3) times the amount of rent. **YOU NEED TO HAVE REASONABLE CREDIT** this will be determined by your credit history and **FICO** score (Risk Predictor Score) which are reported by the Credit Bureau. These scores will be weighed and considered based on the requirements of the individual property owner. Some items that would negatively affect your credit are: repossessions, collection accounts, tax liens, slow paying or no credit history or a FICO score under 600. **ANYONE EVICTED FROM A PRIOR UNIT OR HOUSE WILL BE DENIED RESIDENCY.**

**\*\*THERE IS A \$40.00 NON-REFUNDABLE APPLICATION FEE PER PERSON (CERTIFIED FUNDS ONLY, NO PERSONAL CHECKS OR CASH.) ANYONE CONVICTED OF MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE WILL BE DENIED RESIDENCY.**

**\*\*Fee includes: credit report, employment verification, eviction search, criminal court search, current and previous landlord verification, property management collection search**

If your application is approved all move-in fees (**DEPOSIT AND RENT**) must be in the form of a money order or cashiers check **ONLY**.

We are open 7 days a week to answer any questions or concerns regarding your application requirements, Please feel free to contact **CB RPM**

PHONE: 888 382-2008

FAX: 951 679-5918

Each property could have some separate or different rules regarding pets, number of parking spaces or credit requirements. The above is a basic guideline and could be subject to property owner review and approval. **Please ask if you have any questions before submitting the application.**

**Please sign the application where indicated on the second page.**