



**STEPHENS PROPERTY MANAGEMENT**

**Qualifying Criteria, Guidelines & Rental Application**

Thank you for your interest in applying for a residence professionally managed by Stephens Property Management ("SPM"). The following qualification standards will be required from every SPM Properties applicant. Rental applications will be processed on a first come first served basis for all prospective applicants. As part of your application, a credit report will be obtained, your income will be verified, and your rental history will be evaluated. Please note: no other credit reports will be accepted. SPM reserves the right to require a guarantor, additional deposit, or deny occupancy.

**APPLICATION**

Initials: \_\_\_\_\_

- Each occupant 18 years of age and older must complete an application
- All applicants must present current/valid government-issued photo identification
- Be sure to complete all areas; only completed applications will be considered
- A \$45 non-refundable application fee will be assessed for each applicant
- Application fees may be paid by money order, cashier's check or via credit card through the SPM Website Application Processing Fee section
- Rent Payments are made electronically through SPM's portal called RentCafe

**INCOME**

Initials: \_\_\_\_\_

- Gross monthly income of combined applicants must be at least 3x times the rent of the apartment.
- All proof of income must be legal and verifiable. Acceptable documents include:
  - Two current pay stubs showing tax deductions and year-to-date earnings
  - New Employment - official offer letter on company letter head, signed by all parties
  - Self-Employed – last two (2) years tax return
  - Statements from government payments i.e. disability or social security
  - Court Orders for child or spousal support
  - Last 3 months Statements of income from investments or trust funds
  - Last 3 months Savings/Checking Account statements

**CREDIT HISTORY**

Initials: \_\_\_\_\_

- A consumer credit report will be acquired through Equifax credit reporting agency
- Applicants with a credit score of 700 and above will be approved upon satisfactory proof of income and rental history
- Applicants with a Credit Score of 650-699, a conditional acceptance option may be provided

**RENTAL HISTORY**

Initials: \_\_\_\_\_

- Applicants' history will be reviewed for late payments, write-offs, collections, bankruptcies, judgments, and eviction records
- Evictions, judgments, or debt to property management will result in an automatic denial

**GUARANTORS**

Initials: \_\_\_\_\_

- An applicant may obtain a guarantor if the income ratio or credit history does not otherwise qualify
  - Guarantors must complete an application
  - Guarantors must have a credit score no less than 700
  - Guarantors must provide proof of income equal to at least 5 times the monthly rent, or three consecutive savings statements of at least 5 times the annual rent
  - Guarantors are expected to reside in the State of California, however, exceptions to this requirement is available if certain criteria met
  - Guarantors must sign the guarantor addendum prior to move in

**OCCUPANCY**

Initials: \_\_\_\_\_

- Maximum number of persons (adults and household members) per apartment:
  - One bedroom max is three people
  - Two-bedroom max is five people
  - Three-bedroom max is seven people

**DECLINED APPLICATIONS (If any of the following apply, the application will be declined):**

Initials: \_\_\_\_\_

- Insufficient verifiable income or salary
- Equifax credit score less than 650
- Falsification of information on the application
- Household size exceeding occupancy limits
- Evictions, judgments, or debt to property management

**HOLDING DEPOSIT REQUIREMENTS**

Initials: \_\_\_\_\_

- SPM will hold the unit for the applicant(s) for a maximum of 3 (three) business days from the day holding deposit was received, pending completion of application process and execution of lease.
- Holding deposit will be credited to security deposit or first month's rent if the applicant is accepted and lease is executed
- Holding deposit is NON-REFUNDABLE if the application is cancelled by the applicant after 3 calendar days from the date the Holding Deposit is received by SPM
- The maximum holding period for the housing unit is 14 days or less

**MOVE-IN FUNDS**

Initials: \_\_\_\_\_

- First month rent and security deposit are required to be paid prior to move in
- All move-in funds must be paid by money order or cashier's check. No cash will be accepted.
- If the move in date is after the first of the month, one full month's rent is due at the time of move in; the prorated rental amount is due on the first of the following month

***When signing this application, you are also acknowledging receipt of the Qualifying Criteria & Guidelines.***

**SPM PROPERTIES, INC.**

1330 NORTH BROADWAY, SUITE C  
WALNUT CREEK, CALIFORNIA, 94596-4646

☐ TEL: (925) 930-7760 ☐ FAX: (925) 930-6899 ☐ [WWW.SPMPROPERTIES.COM](http://WWW.SPMPROPERTIES.COM) ☐



## STEPHENS PROPERTY MANAGEMENT

**Application Received By:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Application Fee Rec'd \$** \_\_\_\_\_ **Cash**  **MO**  **#** \_\_\_\_\_ **CC**   
**Application Submitted to:** **PM**  **Leasing Agent**  **Accountant**  **Date Submitted:** \_\_\_\_\_ **Fee received by Accountant:** \_\_\_\_\_ **Initial** \_\_\_\_\_

Property	Apt. #
How did you hear about our company? Newspaper / Craigslist.com / For Lease Sign / Other: _____	

Anyone over the age of 18 years old must submit a separate application. There is a non-refundable screening fee of **\$45.00** payable by money order, cashier check or credit card ONLY. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports: \$8.20
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs): \$21.80

Applications will not be processed until they are completed and fees are received. A photocopy of the applicant's Picture ID (Driver's License is preferred) and proof of income are required with all applications. A photocopy of the applicant's Social Security Card should be provided if you have one. Failure to provide Social Security Number may result in our inability to obtain a credit report or other information which would allow us to process your application.

Last Name	First Name	Middle Name	SSN or ITIN
Other Names used in last 10 years			Date of Birth
Driver's License No./ State		Home Phone Number	Cell Phone Number
Email Address			Work Phone Number
1.	Present Address	City	State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		
2.	Previous Address	City	State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		
3.	Next Previous Address	City	State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		

Proposed Occupants	Name(s) & Date of Birth	Name(s) & Date of Birth
List ALL Occupants Besides Yourself.		

A. Present Occupation	Company Name
Supervisor's Phone #	Supervisor's Fax # Company Address
Name of your Supervisor	
Current Gross Income \$	Per (Check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year Start Date Other Income \$ Source

B. Prior Occupation	Company Name
Supervisor's Phone #	Supervisor's Fax # Company Address
Name of your Supervisor	
Current Gross Income \$	Per (Check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year Start Date Other Income \$ Source

Do you smoke?	Do you have liquid filled furniture?	Do you have pets, If so what type & how many?
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STEPHENS PROPERTY MANAGEMENT

Name of Your Bank, Branch or Address, Checking (Yes Or No), Savings (Yes Or No)

Name of Creditor, Address, Phone Number, Monthly Payment Amount

In Case of Emergency, Notify, Address/City, Phone Number, Relationship, Personal References, Address/City, Phone Number, Length of Acquaintance

Automobile/Motorcycle - Year, Make & Model, Color, License Plate Number

Have you ever been evicted, asked to move, filed for bankruptcy, been convicted of selling, distributing or manufacturing drugs? If yes, please describe:

THE UNDERSIGNED MAKES APPLICATION TO RENT HOUSING ACCOMMODATIONS DESIGNATED AS:

APT. #, Located at, with a Monthly Rental Amount of \$, Move-In Date, Lease Term, Pets, Deposit, Utilities, Additional, Applicant(s) Initial(s)

- 1. Applicant(s) shall not have any right, title or interest in occupying any real property managed by SPM until a rental agreement has been fully executed and/or applicant is granted possession of the premises.
2. Applicants hereby represent that all the statements herein are true and complete and hereby authorizes verification of any and all information furnished including, but not limited to, the obtaining of credit reports on all applicants.
3. Any material misrepresentation or omission made by applicant in this application will be cause for denial of application.
4. As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit-reporting agency if you fail to fulfill the terms of your credit obligations.
5. SPM shall make a good faith effort to determine within three business days if the applicant(s) are eligible to rent the above listed premises.
6. First month's rent and security deposit: To be paid immediately upon application approval by money order or cashier's check only, made payable to the property approved for.
7. By signing below, applicant(s) acknowledge(s) receipt of a copy of SPM's Qualifying Criteria & Guidelines (first page of this document).

Holding deposit will be credited to security deposit or first month's rent if the applicant is accepted and lease is executed. Holding deposit is NON-REFUNDABLE if the application is cancelled by the applicant after 3 days from the date the Holding Deposit is received by SPM.

DATE

APPLICANT SIGNATURE

OFFICE USE ONLY

Holding Deposit Rec'd: \$, MO/Cashier Check#, Rec'd by (PM/LA/RM):, Date:, ACCOUNTING DEPARTMENT: Received From:, Date:, Accountant Signature:

Non-discrimination policy: SPM is an equal opportunity employer, and does not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability.



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