

# APPLICATION AND TENANTCREDIT/SCREENING POLICY

## **APPLICATION PROCESSING:**

We will provide an application to everyone who requests one. Review our Criteria for Rental and if you feel you qualify, please apply. We do not rent to anyone with a felony or drug charge conviction, a terrorist or any person required to register as a sex offender. Applicants are qualified on the same standards, one person or family at a time and on a "first come first served basis". If you have any questions, please call our office at 909 964-4820.

## **RENTAL APPLICATION:**

Each adult applicant (18-years & over) must complete a rental application.

Applications can be submitted online through our website at [www.dmacpropertyservices.com](http://www.dmacpropertyservices.com) or you can request an application by email or USPS.

All applications must be completed and signed. If we are unable to verify your information, we must deny the application.

The processing fee is \$40.00 per applicant, is non-refundable, and can be paid online by credit card or, if in person, by Money Order or cash.

This form needs to be signed and submitted to the office along with all the necessary paperwork listed below. If applicant does not read and/or understand English, it is the applicant's responsibility to provide their own translator for the rental application and/or rental agreement.

If your application is approved you will be notified by phone or email and we will schedule an appointment for your lease signing and move in process.

**Preferred delivery is email, facsimile or USPS.**

## **IDENTIFICATION:**

Each applicant must have a Social Security Number (SSN) and be able to present proof of identification: a current Driver's License, California I.D, or U.S. Passport. Upon signing the lease/rental agreement a photo will be taken of each person that will reside in the premises. If pets are allowed, pet picture will also be required.

## **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 reside in the unit/property must preview in person the unit/property of interest prior to finalization and approval of application.

There is a two person per bedroom, plus 1, as the maximum occupancy limit.

## **INCOME REQUIREMENTS:**

Applicant must earn a monthly gross income of 2 ½ times or more of the monthly rent.

Applicant must have verifiable income. Married couples may combine incomes.

Applicants must have been with current employer and current residence for a minimum of two years, or if less than 2-years, prior experience in the same field of employment.

Applicant must present 4 consecutive, most recent and original paycheck stubs.

## **CREDIT REQUIREMENTS:**

We determine satisfactory credit worthiness. We obtain a report from Experian, a credit reporting agency.

Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances.

Payments past due 60-days or more in the last 24-months may be cause for denial of application.

We may deny approval if you have filed for bankruptcy within the past 24-months. Any bankruptcy must have been discharged at least one year previous to the date of your application.

Unpaid collections within the last 2-years may result in denial of your application.

Outstanding debt to a property manager or a property management company or alandlord will result in denial of your application.

A self-employed applicant must present all of the following: Income tax returns for the last two tax years; Business License; Bank records for the last 6-months.

## **REASONS FOR DENIALS:**

Failing to give proper notice when vacating a property.

If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy; if you have had one (1) or more late payments of rent within a 12-month period.

If you have an unpaid collection filed against you by a Property Management company.

If an unlawful detainer action or eviction has occurred within the past four (4)-years.

If you have received a current 3-Day Notice to Pay or Quit.

If you have had two or more NSF checks within the last 12-month period.

If you have allowed persons(s) or pets not on the lease to reside on the premises.

## **RENTAL CRITERIA FOR PETS:**

Policies on pets vary from home to home. Certain owners do not permit pets, other's may permit dogs only, etc. Please call our office to determine the pet policy for the home for which you are applying. Should a pet be allowed, a Pet Policy and proof of pet insurance is required.

**ALL PROPERTIES ARE NON-SMOKING PROPERTIES.**

**IF MISREPRESENTATIONS ARE FOUND AFTER THE LEASE AGREEMENT IS SIGNED, THE LEASE AGREEMENT WILL BE TERMINATED.**

**ANY QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT OUR OFFICE AT (909) 964-4820.**

APPLICANT REPRESENTS ALL INFORMATION IN THEIR SUBSEQUENT APPLICATION ARE 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. ALL HOLDERS, PUBLIC AND PRIVATE, OF ANY SUCH INFORMATION ARE HEREBY AUTHORIZED TO RELEASE, WITHOUT RESERVATION OR LIMITATION, ANY AND ALL SUCH INFORMATION THEY HAVE CONCERNING APPLICANT AND IN SO DOING, WILL BE ACTING ON APPLICANT'S BEHALF AT APPLICANT'S REQUEST AND WILL BE HELD BLAMELESS AND WITHOUT ANY LIABILITY 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 DMAC PROPERTY SERVICES, INC. AND DMAC PROPERTY SERVICES, INC., IS NOT REQUIRED TO GIVE COPIES OF ANYTHING PERTAINING TO THE APPLICATION PROCESS.

I HAVE READ, UNDERSTAND, AND HEREBY AGREE TO THE TERMS AND CONDITIONS OF THE ABOVE CREDIT POLICY.

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Signature

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Please Print

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Date

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Walnut, CA 91788  
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Fax: 888 695 4670  
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