

# Occupancy Standards for Residential Applications

## *Garden West One Apartments*

1575 Heather Drive / Yuba City, CA 95993

### **POLICIES:**

- 1) All persons leasing an apartment must be of legal age - **18 years or older** to sign a contract.
- 2) All applications are required to meet the following Occupancy Standards:

#### **A. INCOME REQUIREMENTS - The gross income to rent ratio to qualify is 3 to 1**

1. Applications must have current, consistent and verifiable employment of at least 6 months.
2. **Self-Employed** applicants must provide the following:
  - Previous 2 years tax statements
  - 3 months company bank statements
3. **Retired** applicants must provide the following:
  - Previous 3 months banks statements indicating the monthly deposits
  - OR, provide the documentation indicating monthly income, i.e.
  - Government letter of social security, disability income, or retirement

#### **B. VERIFIABLE RESIDENCY –must have 6 months with good payment & rental history.**

1. Recent college graduates may qualify without rental history only if all other criteria are met.
2. Relatives are not acceptable rental references.
3. Daytime phone numbers are needed for rental references.

#### **C. CREDIT CHECK –must have a favorable credit rating the past 2 years.**

1. Credit rating must be at least 60% positive overall.
2. Applicants with a tax lien, repossession, foreclosure, discharged personal bankruptcy, collections or less than favorable credit ratings may be accepted with a required payment of last month's rent.
3. Applicants **will not** be accepted for the following derogatory credit records.  
Eviction or Money owed an apartment community or landlord.

### **APPLICATION FEE - NON-REFUNDABLE**

1. \$25.00 made payable to Garden West One for each applicant. Cashier Check **Or** Money Order only accepted.
2. Any person age 18 or older are considered individual applicants.

### **APPLICATION ACCEPTANCE**

1. Upon acceptance of your application, a holding fee is required to hold the unit until your move-in. This holding fee is non-refundable should the applicant decide not to rent the property.
2. Holding fee payment must also be paid with a money order made out to: Garden West One Apartments and provided within 3 (three) business days after You have been notified your application is approved.
3. In addition to the holding fee, application fee, deposit and first months rent must Always be paid with a cashiers check or money order.  
This is your move-in money after that you may pay your monthly rent with a check.

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Applicant

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Date

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Co-Applicant

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Date

# APPLICATION TO RENT

Tenant  
 Guarantor

(all sections must be completed)

Individual applications required from each occupant 18 years of age or older.

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NUMBER
OTHER NAMES USED IN THE LAST 10 YEARS		WORK PHONE NUMBER	HOME PHONE NUMBER (      )
DATE OF BIRTH	EMAIL		MOBILE/CELL PHONE NUMBER (      )
DRIVER'S LICENSE NO.	EXPIRATION	STATE	OTHER ID
<b>1</b> PRESENT ADDRESS	CITY		STATE      ZIP CODE
DATE IN	DATE OUT	OWNER/AGENT NAME	OWNER/AGENT PHONENO. (      )
REASON FOR MOVING			
<b>2</b> PREVIOUS ADDRESS	CITY		STATE      ZIP CODE
DATE IN	DATE OUT	OWNER/AGENT NAME	OWNER/AGENT PHONE NO. (      )
REASON FOR MOVING			
<b>3</b> NEXT PREVIOUS ADDRESS	CITY		STATE      ZIP CODE
DATE IN	DATE OUT	OWNER/AGENT NAME	OWNER/AGENT PHONENO. (      )
REASON FOR MOVING			

PROPOSED OCCUPANTS	NAME	NAME
LIST ALL IN ADDITION TO YOURSELF		

WILL YOU have pets?	DESCRIBE	WILL YOU HAVE liquid filled furniture?	DESCRIBE
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I  am  am not a member of the Armed Forces (including the National Guard and Reserves).

<b>A</b>	Present occupation or source of income	Employer name
	How long with this employer	Supervisor's Phone # (      ) Employer address
	Name of your supervisor	City, State ZIP
<b>B</b>	Prior occupation	Employer name
	How long with this employer	Supervisor's Phone # (      ) Employer address
	Name of your supervisor	City, State ZIP

Current gross income \$	PER	Check One	<input type="checkbox"/> Week	<input type="checkbox"/> Month	<input type="checkbox"/> Year	<b>Please list ALL of your financial obligations below and on following page</b>
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Name of your bank	Branch or Address	Account Number
		checking
		savings



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Name of creditor	Address	Phone Number	Mo. pymt. amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		( )		
2.		( )		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
1.		( )		
2.		( )		

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

**Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:**

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98)\$ \_\_\_\_\_

**The undersigned is applying to rent the premises designated as:**

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

the rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ **Date** \_\_\_\_\_ **Applicant (signature required)**

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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