PPMI
Professional Property Managers, Inc.

SCREENING POLICY

It is the management policy of Professional Property Managers to screen all applicants according to the guidelines set forth below:

I. **Identification:**
   a. EACH applicant applying for residency MUST use all known & complete: first, middle and last name
   b. EACH applicant applying for residency MUST present a valid CA ID or Driver License and original Social Security Card. Failure to do so is ground for denial of application.

II. **Rental Application:**
   a. EACH applicant, 18 years of age or older must complete a rental application. **NO EXCEPTIONS**. Credit check of $50 is required for EACH applicant, 18 years of age or older.
   b. Applications are reviewed in the order they are received. Generally takes 4 (four) business days to process and verify information on your application. If we cannot verify your information within five business days, you will be denied and we will move on to the next applicant(s). **The credit check fee collected will not be refundable.**
   c. The rental application must be completed in full. Any lines left blank, and/or incomplete information will cause the application to be returned for completion.
   d. Any fraudulent, incomplete or illegible information may result in denial of application.
   e. Information may be verified by phone, fax, and electronic media, in writing or in person. **By signing below and submitting a rental application, the applicant gives permission for screening process to begin.**
   f. A credit check on all applicants will be performed to include: credit history, rental history, eviction history and criminal background check.
   g. If applicant does not competently read and understand English, it is the applicant's responsibility to provide their own translator before accepting and signing the rental application and/or rental agreement.

III. **Rental History:**
   a. Applicant must provide landlord's full name, contact phone number, and length of residency for all addresses lived in the past seven (7) years. If unable to provide any of the information required, please write a brief explanation as to why information is unavailable.
   b. Any and all previous evictions or any eviction filing will result in automatic denial of application.

IV. **Income Requirements:**
   a. Applicant must prove a monthly gross income of two and a half (3) times or more the monthly rent.
   b. Applicant must present one or more of the following of income:

        i. Three (3) consecutive, most recent pay stubs
        ii. Three (3) most recent bank statements
        iii. If paid in cash, provide letter from employer on company letterhead
    c. A self-employed applicant must present all of the following criteria:
        i. Income Tax return for most recent tax year
        ii. Valid Business License and be in business for not less than 1 year
        iii. Three (3) most recent bank statements

V. Credit Record:
    a. Applicant must have a FICO score **of at least 655**
    b. No bankruptcies
    c. No unsatisfied judgements
    d. No evictions (unlawful detainers or filings)
    e. All late payments, charge offs and collections will be considered

VI. Density Limit:
    a. No more than 2 people for a Studio/Single residence
    b. No more than 3 people for a 1 bedroom residence
    c. No more than 5 people for a 2 bedroom residence
    d. No more than 7 people for a 3 bedroom residence

VII. Exclusionary Policy:
    a. All of our properties have a no pet policy with the exception of service animals
    b. Smoking is prohibited
    c. HUD guidelines will be used in cases of criminal convictions
    d. No water filled furniture

VIII. Initial Payment:
    a. First month's rent and security deposit must be paid in the form of cashier's check
    b. The total of rent and security deposit is due and payable in full prior to occupancy
    c. First month's rent is due and payable in full prior to occupancy. Proration will be given for the following month (if applicable)

IX. Approval is based on the following criteria:
    a. Based on Income
    b. Employment History
    c. Credit History
    d. Rental History
    e. Eviction History
    f. Number of occupants vs bedrooms

_____   _____   _____
Print Applicant's Name   Signature of Applicant   Date