



## PLEASE READ CAREFULLY

### A complete application is necessary from each 18 years and older

1. **SACRAMENTO VALLEY PROPERTY MANAGEMENT IS AN EQUAL OPPORTUNITY, FAIR HOUSING PROVIDER:** We fully comply with the Federal Fair Housing Act and California's Fair Housing Act. Sacramento Valley Property Management does not discriminate because of sexual preference, disability, familial status, age, race, color, religion, gender, marital status, national origin, ancestry, source of income, or any other form of discrimination. We comply with Federal, State and Local Government fair housing laws.
2. **APPLICATION DOES NOT CREATE LEASE:** This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord. No lease or rental agreement shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease or Rental Agreement and Applicant pays all required fees, deposits and advanced rent.
3. **FALSIFICATION OF APPLICATION:** Any falsification in Applicant's paperwork will result in the automatic denial of Application. If an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages
4. **OCCUPANCY STANDARDS:** The following occupancy standards apply based on 2 persons per bedroom, plus one. The reason for the restriction is to help prevent overcrowding and undue stress on plumbing and other building systems.
5. **SHOWINGS & VIEWING:** We have the right to show our rental listing to more than one applicant or groups at the same or separate times.
6. **RENTER'S INSURANCE REQUIREMENT:** Renter's Insurance is required. Liability Insurance coverage at least \$100,000. with Landlord/Sacramento Valley Property Management identified as a "Party of Interest" or "Interested Party" on the renter's liability insurance policy. Residents are required, to obtain and maintain renter's insurance policy covering loss, damage of personal property and/or with pets if allow by owner with an exception of companionship and service animals.
7. **Move-In:** The first Month of rent and security deposit must be paid before the tenant(s) can take possession of the unit. Funds must be received in the form of a certified check or money order. After the security deposit & first month rent are paid, you may pay monthly rent and other fees associated with the rental agreement by personal check, certified funds or money order or as allowed by the written rental agreement.
8. **RENTAL CRITERIA:** To qualify for a unit you must meet the following criteria:
  - A. **Rental History:** You must have satisfactory rental history for at least two from prior landlords/property managers and/or mortgage references or satisfactory rental references for at least the two years from the time your application submitted. If you have ever been evicted or sued for any lease violation, or had your tenancy terminated due to a lease violation, owe money to previous landlord/ property management company. We will reject your application. Negative rental history includes but is not necessarily limited to the following: (1) late payment of rent or other fees associated with a rental agreement, (2) failure to pay late charges, (3) violation of any provision of a rental agreement, (4) issuance any form of a notice to quit, (5) history or practice of disturbances of the peace or alleged violation of law.
  - B. **Income:** Applicants must have a minimum combined gross income of three times the monthly rent and must be verifiable income. All applicants will be asked to produce consecutive and most-recent pay stubs for the last 4 weeks from Application Date. If handwritten pay stubs are supplied, the documents must be validly notarized to be deemed sufficient.
  - C. **Verifiable Identification:** You must present identity information that is verifiable.
  - D. **Application:** You must provide information on your rental application that is complete, accurate and truthful.
  - E. **Rental Processing:** Expressing threatening or abusive behavior or language during the application process will cause a denial of your application.
  - F. **Property Viewing:** You must view property prior to submitting an application.

Sacramento Valley Property Management | 9245 Laguna Springs Dr. Suite 200, Elk Grove Ca 95758  
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Office:916-897-8130 | BRE# 02010968 | BRE#01443358



- G. Credit History:** Your credit record must currently be satisfactory. We will access and verify your credit through one or more national credit reporting agencies. If your credit history shows any derogatory information, we may reject your application. Derogatory information includes but is not limited to the following: 1. Open bankruptcy 2. No credit history 3. Open collections or unpaid collections account (excluding medical bills) 4. Three or more late payments within a 12-month period and/or six or more later payment within 24 months from the date of application submission for rent 5. Any collections account from previous landlord/Property Management Company. 6. unsatisfied money judgments, 7. tax liens 8. collection "write-offs" within the last 5 years.

**State law permits former tenants to reclaim abandoned personal property left at the former address of the tenant, subject to certain conditions. You may or may not be able to reclaim property without incurring additional costs, depending on the cost of storing the property and the length of time before it is reclaimed. In general, these costs will be lower the sooner you contact your former landlord after being notified that property belonging to you was left behind after you moved out.**

**APPLICATION PROCESSING:** Please allow 3-5 business days for application to be processed. Once approved, you will receive a call. The following evaluation process will be followed:

- A. We process one completed application at a time.
- B. Applicant must be 18 years old, legally emancipated or married to a person who is at least 18 years old to fill out a separate application and pay a separate application processing fee.
- C. Application (credit check) fee is \$35.00 for each 18-year-old tenant. **Fees are NON-REFUNDABLE.**
- D. **We must receive payment in cashier's check, money order and/or credit card payment per adult application fee before we can process. We do not accept personal check.**
- E. The application must be completed to be processed. If your application is not complete and/or missing a signature or document; we will go to the next completed application and it will be processed first. Please carefully read and fill out the application with required documents. Please put NA if it doesn't apply to you.
- F. While application is under review, we will verify your credit history, employment, income and rental history.
- G. Once your application is approved. You have 3 calendar days to meet with the property manager and will need to bring in a security deposit, first month's rent and/or prorated rent in cashier's check or Money Order. You also will be required to sign the rental agreement and do initial move-in walk thru before we can give you the key(s).
- H. In the event the property is not ready to be rented. You will be required to provide a Holding Deposit.

**Sacramento Valley Property Management, the management company, is hereby requested and authorized to speak with or communicate with all parties and entities identified on this rental application. I hereby hold this management company and the owner being represented the Management Company, and any and all persons and/or agencies free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with the management company or any person or entity from whom information is being sought regarding my Rental Application. I hereby give express permission and consent to the management company to provide a copy of this Rental Application to parties and entities from whom verification of information is being sought.**

**I HAVE READ AND UNDERSTAND RENTAL CRITERIA, RENTAL APPLICATION, POLICY AND PROCEDURE. I ACKNOWLEDGE AND AGREE BY SIGING BELOW.**

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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You can apply online at [www.sacramentovalleypropertymanagement.com](http://www.sacramentovalleypropertymanagement.com)

Rental Property Address	Move-in Date
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**EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION**

Applicants Name		Move-In Date	
Social Security		Driver's Lic #	
Home Phone	Cell Phone	Work Phone	E-mail

**LIST OTHER PERSON WHO IS UNDER 18 YEARS WILL BE LIVING WITH YOU**

Full Name of Minor	Date of Birth	Age	Relationship
1.			
2.			
3.			
4.			

**RENTAL HISTORY: PLEASE LIST RENTAL REFERENCES FOR THE PAST TWO YEARS**

Current Address	City	State		Zip Code
Landlord/Manager Name	Phone number	E-mail		Fax
Current Rent	Reason For Leaving	From	To	Rent or Own?
Previous Address	City	State		Zip Code
Landlord/Manager Name	Phone number	E-mail		Fax

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Current Rent	Reason For Leaving	From	To	Rent or Own?
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**PLEASE PROVIDE EMPLOYMENT INFORMATION AND MONTHLY INCOME**

Applicant's Employer Name		Job Position/Description	
Employment From/To	Monthly Income \$	HR dept Phone # only	HR dept E-mail only
Employer's Address	City	State	Zip Code

**OTHER INCOME TO CONSIDER**

Social Security Income	\$	Description of Benefits:
Alimony/Child Support	\$	Name & Address of Payer:
Public Assistant	\$	Name of Assistant Program
Pension/ Retirement	\$	Name or Source of payment:
Other Income	\$	Describe:

**PERSON TO NOTIFY IN CASE OF EMERGENCY (OTHER THAN CO-RESIDENT)**

Name	Phone number	Relationship	
Address	City	State	Zip Code
Name	Phone number	Relationship	
Address	City	State	Zip Code

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**VEHICLE(S) INFORMATION**

Make/Model	Color	Year	License Plate	Owner
1.				
2.				
3.				
4.				

**PER QUESTION AND INFORMATION**

Will You be having any pets? <b>Yes No</b>	Is it More than 2 pets? <b>Yes No</b>		
Name	Color		
Bread	Age	Height	Weight
Licensed? <b>Yes No</b> Neutered? <b>Yes No</b>	Indoor Outdoor		

Will You be having any pets? <b>Yes No</b>	Is it More than 2 pets? <b>Yes No</b>		
Name	Color		
Bread	Age	Height	Weight
Licensed? <b>Yes No</b> Neutered? <b>Yes No</b>	Indoor Outdoor		

**MANDATORY SCREENING QUESTIONS (Please circle one)**

1. Are you being, or have ever been evicted, or defendant in eviction court? <b>Yes No</b>
2. Have you ever filed for bankruptcy or are you currently in the process of filing bankruptcy? <b>Yes No YEARS OF BANKRUPTCY</b>
3. Do you owe any other landlords a balance? <b>Yes No</b>
4. Have you ever been asks to leave due to lease violation of any kind? <b>Yes No Location address:</b>

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5. Have you ever been convicted of selling, distributing or manufacturing illegal drugs? Yes No	
6. Have you ever been convicted of a felony? Yes No	If so, what charge & Date of offense:
7. Have you ever been convicted of a misdemeanor? Yes No	If so, what charge & Date of offense:

**OTHER QUESTION IF APPLY**

1. Do/will you have a satellite dish? Yes No (circle one)
2. Please note to ask your property Owner/HOA if they will allow a satellite dish at property.

**TO COMPLETE YOUR APPLICATION, WE WILL NEED THE FOLLOWING DOCUMENTATION SUBMITTED WITH THE APPLICATION:**

1. Copy of Driver's License Font or current photo identification card or passport.
2. Copy of Social Security card.
3. Current copy of 30 days' paycheck stubs (if you are W-2 employee).
4. Previous year's W-2 (if you are W-2 employee).
5. If self-employed, copy of last two years Income tax returns (first two pages & Schedule C).
6. Verification of other income: – Public Assistant verification – SSI or SSA verification – Child Support court documents – Proof of Section 8 or subsidized housing (if property accepts third party contracts).
7. If any items (3 thru 6) are not able to be furnished, we may require other documentation prior to approval.
8. \$35.00 application fee per adult. Non-Refundable if we process your application. We must receive payment in cashier's check, money order and/or credit card payment per adult application fee before we can process. We do not accept personal check.
9. First month's rent & security deposit must be paid in cashier's check or money order.

**Please provide your credit card information to pay for the processing fee.**

Credit Charge authorization amount: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Authorizing signature: \_\_\_\_\_

This application must be submitted with a \$35.00 (for an individual) processing fee. Each additional person 18 years and older must submit an additional \$35.00 processing fee. The process fee is NON-Refundable If Sacramento Valley Property Management **PROCESS YOUR APPLICATION.**

I, the undersigned applicant, authorize Sacramento Valley Property Management to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application such as credit history, civil and criminal information, records of arrests, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information including communicate with all

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the parties and entities identified on this Rental Application. I hereby release Sacramento Valley Property Management and any other procurer or furnisher of information. I understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

Sacramento Valley Property Management, the management company, is hereby requested and authorized to speak with or communicate with all parties and entities identified on this rental application. I hereby hold this management company and the owner being represented the Management Company, and any and all persons and/or agencies free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with the management company or any person or entity from whom information is being sought regarding my Rental Application. I hereby give express permission and consent to the management company to provide a copy of this Rental Application to parties and entities from whom verification of information is being sought.

I further give express permission and consent to any and all parties and entities from whom information is being sought to provide copies of my entire tenancy file to the inquiring management company. There are no limitations or restrictions regarding what may be discussed or revealed to this inquiring management company.

I further agree that the rental application shall remain Sacramento Valley Property Management property and may also be shared with the property owner.

I hereby certify that all statements in this application are true and complete and are made for the purpose of renting property.

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**YOUR LEASE CAN BE TERMINATED FOR GIVING FALSE INFORMATION ON THIS APPLCAITON**