

**WOLFE & ASSOCIATES, PROPERTY SERVICES**  
**Renting Policies**

**Thank you for your interest in renting from Wolfe & Associates, Property Services. The following should give you a general overview of the renting process. Should you have any questions please contact our office at (805) 964-6770.**

**Viewing a Unit**

1. Applicants are required to view a unit prior to signing a rental agreement. Applicants must view the unit, if they have not already done so, within 48 hours of approval of their application.
2. **Vacant Unit:** Units can be viewed by appointment. To view a vacant unit keys are available at our office and can be checked out between 9:00 a.m. and 3:30 p.m. Monday through Friday and 10:00 a.m. to 12:30 p.m. on Saturday. (Note, our office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday and 10:00 a.m. to 2:00 p.m. on Saturday.) Keys may not be checked out over night. To check out a key \$20.00 cash or a major credit card must be left at the office as a deposit. The deposit will be returned when the keys are returned. Keys must be returned before 5:00pm.
3. **Occupied Unit:** Occupied units require 24 hours notice to the resident prior to showing. Appointments can be made with the current residents or someone from our office to view the unit. This can be coordinated by our staff. Please allow 24 to 48 hours for scheduling.

**Rental Procedure**

1. **Application:** Each prospective adult resident must complete a Rental Application. Incomplete or inaccurate rental applications can delay or preclude the processing of the application.
2. **Application Fees:** At the time of submission, a processing fee of \$20.00 per application must be paid in cash, cashier's check or money order. Sorry no personal checks can be accepted. **The application fee is non-refundable.**
3. **Application Processing:** It will take approximately three to four working days to process an application. This time may be longer if the application is incomplete or references are difficult to contact. Applications are processed on a first come-first serve basis. The most qualified applicant will be selected for approval. Qualifications are listed below. If the first choice apartment is not available the applicant will be considered for other units at no additional charge for up to thirty days from the date the application was originally submitted.

**Rental Qualifications**

1. **Amount of Income:** Total verifiable gross monthly income of all adult occupants shall be at least three times the monthly rental rate. If income is less the application may still be considered if it can be demonstrated that the applicant will be able to meet the rental obligations. In some cases we may require a higher security deposit and/or guarantor. In order to qualify guarantors must reside in the state of California.
2. **Employment:** The length of time at a job, and/or the stability of other income sources will be considered.
3. **References:** We reserve the right to check previous rental references. If we receive poor references we may deny the application or require a higher security deposit and/or guarantor.
4. **Credit:** We reserve the right to obtain credit information on any applicant. Credit checks may include submission to credit rating services such as TRW, Equifax and Trans Union as well as researching any unlawful detainer action against an applicant. If we receive a poor report we may deny the application or require a higher security deposit and/or guarantor. Applicants that do not have a valid social security number are subject to an increased deposit of two times the amount of the monthly rent.
5. **Occupancy:** To avoid overcrowding, the number of people that may occupy a rental unit is limited to two (2) people per bedroom (note, children under the age of two years are not counted when calculating occupancy limits). Occupancy may be further restricted by property, owner or building.

**Approval/Move-In**

1. **Notification:** Applicants will be notified by phone as soon as the application has been reviewed. Approvals are valid for a period of seven (7) days including the date of notification.
2. **Move-In:** Before you move in the following must be completed:
  - a. Rental Agreement signed by all occupants.
  - b. Security Deposit paid in full by **cashier's check or money order**. Please note that personal checks cannot be accepted for payment of security deposit.
  - c. Full first month's rent must be paid by **cashier's check or money order**. Note, the second month will be prorated, if applicable, as noted below.
3. **Responsibility:** All residents and/or guarantors are jointly and severally responsible for any and all charges incurred under the terms and conditions of the rented apartment.
4. **Rent:** Rent begins upon occupancy or within five (5) days of approval, whichever comes first. If an applicant does not wish to occupy a unit that is available immediately, the unit will be held on a, "first right" of refusal, thus if another application is submitted for the same unit and the second application can move in immediately the first applicant has the first right to begin paying rent immediately or relinquish the apartment to the second applicant.

Rent is due on the first of each month and is late after the third day of the month. We do not issue a statement of notification for monthly rent. Late rent is subject to a \$75 late fee per unit. We will accept multiple checks, cashiers checks or money orders as payment. A three-day notice is sent to units with outstanding balances between the 3<sup>rd</sup> and the 10<sup>th</sup> of each month. A \$40 Three-Day Notice fee will apply when notice is served.

5. **Pro-rate:** Regardless of the number of days during the month, pro-rated rent is calculated by dividing monthly rent by 30. The resulting number (the daily rate) is then multiplied by the number of days the unit will be occupied in the pro-rated month.
6. **Pets:** All pet rules are strictly enforced, and all pets must be approved in writing in advance with an addendum to the lease. If the pet is a dog we require Lessee to obtain at Lessees expense renters insurance, acknowledging ownership of said dog.

**Wolfe & Associates, Property Services does not discriminate on the basis of race, color, creed, national origin, marital status, age, sex, source of income, sexual orientation or any other form of discrimination prohibited by law.**

STANDARD RENTAL APPLICATION

Property Address \_\_\_\_\_ Unit \_\_\_\_\_ New  Add on  Desired move in date \_\_\_\_\_

How did you hear about rental? \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

(Last) (First) (MI) Social Security or ITIN # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Occupants:

1. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ 3. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

2. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ 4. Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Employer \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Other Income \_\_\_\_\_ Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Verification \_\_\_\_\_

Current Address

Address \_\_\_\_\_

(Street) (Unit) (City) (State) (Zip) From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

(mo/yr) (mo/yr) Owner/Agent/Manager \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Previous Address

Address \_\_\_\_\_

(Street) (Unit) (City) (State) (Zip) From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

(mo/yr) (mo/yr) Owner/Agent/Manager \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Prior Previous Address

Address \_\_\_\_\_

(Street) (Unit) (City) (State) (Zip) From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rate \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_

(mo/yr) (mo/yr) Owner/Agent/Manager \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Automobile-Make \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ State of Registry \_\_\_\_\_ License Number \_\_\_\_\_

Legal Owner \_\_\_\_\_ Address \_\_\_\_\_

(City) (State) Emergency Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

(Street) (City) (State)

Are you presently receiving welfare or unemployment benefits?  No  Yes

Have you ever filed bankruptcy?  No  Yes If so, please give details: \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ How many? \_\_\_\_\_ Please describe \_\_\_\_\_

Have you ever received a request to vacate or been evicted from any rental property within the last five years?  No  Yes If so, please give details: \_\_\_\_\_

Have you ever not received your full deposit back within the last five years?  No  Yes If so, please give details: \_\_\_\_\_

Application Report Fee - \$20.00 per application. (cash only) An itemized receipt of processing fees is available upon request. We charge a report fee so that we can verify credit and legal history. "No history" reports are different from "bad reports" and will not necessarily cause your application to be rejected. Your signature below authorizes Wolfe & Associates, Property Services to obtain any information concerning this application and any current or subsequent extension of credit and to release any information needed to verify the information presented in this application.

Applicant represents that the above information is true and correct and hereby authorizes investigation and verification of information supplied by applicant via methods which may include, but are not limited to, tenant screening and credit checking. Signature also affirms that the applicant has read and understands the Wolfe & Associates, Property Services renting policies included with this application.

Signature of Applicant: \_\_\_\_\_ Signature of Owner/Agent: \_\_\_\_\_ Date Date