

WOLFE & ASSOCIATES
Renting Policies

Thank you for your interest in renting from Wolfe & Associates Incorporated. 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 or stop by 173 Chapel Street.

Viewing a Unit

1. **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.
2. **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 a co-signer may be necessary. In order to qualify Co-signers 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 co-signer.
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 co-signer. 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 one year 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.
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 **cash, 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 **cash, cashier's check or money order**. Note, the second month will be prorated, if applicable, as noted below.
3. **Responsibility:** All residents and/or co-signers 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, cash, cashiers checks or money orders as payment. A three-day notice is sent to units with outstanding balances between the 3rd and the 10th 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.

Wolfe & Associates, Incorporated 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 _____

Name of Applicant _____ Phone (____) _____ E-Mail _____

Social Security # _____ (Last) (First) (MI) Driver's License # _____ State _____ Date of Birth ____/____/____

Name of Spouse _____ (Last) (First) (MI) Children Yes No Ages _____

Other Occupants _____ Pets (number and type) _____

Applicant's Employment

Present Employer _____ Start Date _____ End Date _____ F/T P/T

Position _____ Rate \$ _____ per: hour/week/month/year. Hours per week _____

Address _____ Phone (____) _____ Ext. _____

Previous Employer _____ Starting _____ Ending _____

Address _____ Phone (____) _____ Ext. _____

Position _____ Rate \$ _____ per: hour/week/month/year. Hours per week _____

Other Income _____ Amount \$ _____ per _____ Verification _____

Present Address

Address _____

From _____ (Street) to _____ (Unit) _____ (City) _____ (State) _____ (Zip)

Monthly Rate \$ _____ Reason for leaving _____

Owner/Agent/Manager _____ Phone (____) _____

Previous Address

Address _____

From _____ (Street) to _____ (Unit) _____ (City) _____ (State) _____ (Zip)

Monthly Rate \$ _____ Reason for leaving _____

Owner/Agent/Manager _____ Phone (____) _____

Prior Previous Address

Address _____

From _____ (Street) to _____ (Unit) _____ (City) _____ (State) _____ (Zip)

Monthly Rate \$ _____ Reason for leaving _____

Owner/Agent/Manager _____ Phone (____) _____

Bank _____ Branch _____

Checking Account # _____ Savings Account # _____ Loans _____

Credit Cards, Charge Accounts (1) _____ # _____

(2) _____ # _____ (3) _____ # _____

Automobile-Make _____ Color _____ Year _____ State of Registry _____ License Number _____

Legal Owner _____ Address _____

Name of Closest Relative (Notify in Emergency) _____ 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: _____

Have you ever received a request to vacate, or been evicted from any apartment or other 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 Fee - \$20.00 per application. (cash only) An itemized receipt of processing fees is available upon request.

Note: 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 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 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 renting policies included with the application.

Signature of Applicant: _____ Signature of Owner/Agent: _____

Date

Date

WOLFE & ASSOCIATES

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