



# Realty Roundup

## Property Management

Property Management *Done Right!*

### Elk Grove Office

9401 E. Stockton Blvd.  
Suite 110  
Elk Grove, CA 95624  
916.685.6601 ofc  
916.685.6671 fax

### Galt Office

10434 Twin Cities Rd.  
Suite 30  
Galt, Ca 95632  
209.745.5100 ofc  
209.745.5105 fax

### Stockton Office

8900 Thornton Rd.  
Suite 7  
Stockton, CA 95209  
209.477.1594 ofc  
209.477.2460 fax

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## **RENTAL POLICY AND PROCEDURES**

### **RENTAL CRITERIA & APPLICATION TO RENT**

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act as well as California's Fair Housing Act. We do not discriminate against any person because of age, race, color, religion, gender, sexual preference, disability, familial status, marital status, national origin, ancestry, source of income, or any other form of arbitrary discrimination. We also fully comply with all state and local fair housing laws.
2. **Housing availability policy:** We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day.
3. **Occupancy guidelines:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom per rental unit, plus one.
4. **Showings:** All property showings are "open" showings. Open showings means, more than one party may be scheduled to see the property at one time.
5. **Rental criteria:** To qualify for a unit you must meet the following criteria:
  - a. **Income:** Your combined gross monthly income must be at least three times the monthly rent and must be verifiable.
  - b. **Rental history:** You must have satisfactory rental and/or mortgage references from at least two prior landlords/property managers or satisfactory rental and/or mortgage references for at least the two years immediately preceding submission of your application to rent. If you have ever been evicted or sued for any lease violation, or had your tenancy terminated due to a lease violation, 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, (6) deductions taken by former landlord from security deposit.
  - c. **Credit history:** Your credit record must currently be satisfactory. If your credit history shows any derogatory information, we may reject your application. Derogatory information includes but is not necessarily limited to the following: (1) open collection accounts, (2) open bankruptcy, (3) unpaid collection accounts which are not medical, (4) collection "write-offs" within the last seven years, (5) more than three late payments within the last twelve months preceding submission of the application to rent, (6) more than six late payments in the last twenty-four months preceding submission of the application to rent, (7) no credit history, (8) unsatisfied money judgments, (9) tax liens, (10) foreclosure.
  - d. **Verifiable Identification.** You must present identity information that is verifiable.
  - e. **Property Viewing:** You must view property prior to submitting an application.
  - f. **Rental Process:** Expressing threatening or abusive behavior or language during the application process will cause a denial of your application.
  - g. **Application:** You must provide information on your rental application that is complete, accurate and truthful.

6. **Application process:** We evaluate every application in the following manner:
- We process only one application for a property at a time.
  - Each adult (18 years or older or legally emancipated) must submit a **completed** rental application, including the signed Rental Policy and Procedures page. All pertinent documentation **MUST** be submitted with each application (see last page of application). You must answer each question on the application.
  - A nonrefundable application fee of \$35 per applicant, must be received **before** the application is processed.
  - 6(b) and 6(c) must be complete prior to the application being processed. If another completed application is received, that application will be processed first.
  - Once the application is complete, we will begin the verification process. We will verify your credit, landlord reference (and/or mortgage) and your employment and/or income verification.
  - This process generally takes 24 to 72 hours.
  - Once approved you must bring in the security deposit, in certified funds or money order, within 24 hours and sign an Offer to Rent agreement.
7. **Back up Applications:** If you are interested in applying for a property that has an application pending, we can accept back-up applications. You will not be asked to pay an application fee if you submit a backup application. If the first application is rejected, we will call the person(s) who submitted the first back-up application and give them the opportunity to apply and at that time collect the application fee.
8. **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.

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.

The management company is hereby requested and authorized to speak with or communicate with all the parties and entities identified on the Rental Application. I hereby hold Realty Roundup, the owner of the property managed by Realty Roundup, 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 and/or the *Rental Application*.

Applicant Signature:		Date:
Property Address:		
City:	State	Zip



**Notice Re Foreclosure:**

**Initial here if box is checked:** \_\_\_\_\_

*(This Notice is applicable only for single family residence or multi-family residences not exceeding 4 units)*

The foreclosure process has begun on this property, and this property may be sold at foreclosure. If you rent this property, and a foreclosure sale occurs, the sale may affect your Right to continue to live in this property in the future. Your tenancy may continue after the sale. The new owner must honor the lease unless the new owner will occupy the property as a primary residence, or in other limited circumstances. Also, in some cases and in some cities with a "just cause for eviction" law, you may not have to move at all. In order for the new owner to evict you, the new owner must provide you with at least 90 days' written eviction notice in most cases.



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To Rent Property At	Proposed Move-In Date
HOW DID YOU HEAR ABOUT THE PROPERTY: <input type="checkbox"/> Sign <input type="checkbox"/> Citizen/Lag Progress <input type="checkbox"/> Sac Bee <input type="checkbox"/> Website <input type="checkbox"/> EG Online <input type="checkbox"/> Zillow <input type="checkbox"/> Trulia <input type="checkbox"/> HotPads <input type="checkbox"/> Referral <input type="checkbox"/> Current/past tenant <input type="checkbox"/> Other: _____	

### EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION

Applicant's Name		Birth date	
Social Security #		Driver's lic. #	
Home Phone ( )	Work Phone ( )	Mobile Phone ( )	Email

### PLEASE LIST ANY PERSONS WHO WILL BE LIVING WITH YOU

	Social Security #	Date of Birth	Relationship
1.			
2.			
3.			
4.			
5.			

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

Present Address		City	State	Zip
Current Rent:	Reason For Leaving		From/To	
Landlord/Manager Name		Phone ( )	Fax ( )	
Previous Address		City	State	Zip
Previous Rent:	Reason For Leaving		From/To	
Landlord/Manager Name		Phone ( )	Fax ( )	

### PLEASE LIST TWO PERSONAL REFERENCES

Name			
Address	City	State	Zip
Relationship	Length of Acquaintance	Phone ( )	
Name			
Address	City	State	Zip
Relationship	Length of Acquaintance	Phone ( )	

PERSON TO NOTIFY IN CASE OF EMERGENCY (OTHER THAN CO-RESIDENT)			
Name		Phone (     )	Relationship
Address		City	State     Zip

VEHICLES					
1	Make/Model	Year	Color	License Plate #	Owner
2	Make/Model	Year	Color	License Plate #	Owner
3	Make/Model	Year	Color	License Plate #	Owner

PLEASE PROVIDE WRITTEN VERIFICATION OF INCOME				MONTHLY INCOME	
Employer Name		Job Position/Description		Current Employment	
Address		Employment From/To		AFDC	
City		State	Zip	Social Security	
Phone (     )	Fax (     )			Pension/Retirement	
Previous Employer Name		Job Position/Description		Child Support Ending Date	
Address		Employment From/To		Other Income	
City		State	Zip		
Phone (     )	Fax (     )			Total Combined Monthly Income	

Have you ever been convicted of a misdemeanor/or felony?..... ☐ Yes     ☐ No

If yes, please explain: \_\_\_\_\_

Are you being, or have you ever been evicted, or asked to move?..... ☐ Yes     ☐ No

If yes, please explain: \_\_\_\_\_

Have you ever filed for bankruptcy?..... ☐ Yes     ☐ No

If yes, when \_\_\_\_\_. Please explain: \_\_\_\_\_

Do you carry renter's insurance? Company Name \_\_\_\_\_ ☐ Yes     ☐ No

Policy # \_\_\_\_\_ Agent Name \_\_\_\_\_ Phone # \_\_\_\_\_

Bank \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_

☐ Checking     ☐ Savings : Acct # \_\_\_\_\_ Current Balance \_\_\_\_\_

Describe liquid filled furniture you will have: \_\_\_\_\_

Do you/will you have a satellite dish?     ☐ Yes     ☐ No *Please ask Realty Roundup if Owner/HOA will allow satellite dish at property.*

Please ask Realty Roundup which properties will accept pets before applying for a property.

WILL YOU HAVE PETS?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	More than two pets? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name	Color		
Breed	Height	Weight	Age
Licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spayed/Neutered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Select One: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	
Name	Color		
Breed	Height	Weight	Age
Licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spayed/Neutered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Select One: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	

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

1. Copy of Drivers License or current photo identification card or passport
2. Copy of Social Security card
3. Current copy of paycheck stubs
4. Last year W-2
5. If self employed, copy of last two years Income tax returns (first two pages & Schedule C)
6. Verification of other income:
  - A.F.D.C. 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
9. Signature is required on the Rental Policy and Procedure part of this application.
10. First month rent & security deposit must be paid in cashiers check or money order only, upon approval

This *Rental Application* is subject to all of the terms and provisions of the document entitled *Rental Policies and Procedures*.

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you.

I, the undersigned applicant, authorize Realty Roundup, Inc. to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrests, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby release Realty Roundup, Inc. and any other procurer or furnisher of information, from any liability what so ever in the use, procurement, or furnishing 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.

Realty Roundup, the management company, is hereby requested and authorized to speak with or communicate with all the parties and entities identified on this *Rental Application*. I hereby hold this management company and the owner being represented by 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 Realty Roundup, Inc. 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 Signature	Date
Print Name	

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 processing fee is NON-REFUNDABLE IF Realty Roundup, Inc. PROCESSES THE APPLICATION – ONE APPLICATION PER INDIVIDUAL

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