

## Application Package Cover letter

Before you apply to rent a home with Vienna Property Management, please review the following information.

After you have attended a showing, with a Vienna agent, at the property you are interested in applying for and confirmed with our office the property is still available, please apply for that property on our website at [www.ViennaPM.com](http://www.ViennaPM.com). After you complete the online application, we will need the following documentation from you either emailed, faxed or dropped off at our office:

- 1) Screening Criteria Form – Signed by all applicants (attached)
- 2) Verification of Housing History – Please complete the yellow highlighted lines at the top of the form and sign – Do NOT fill out anything else out on the form and send back to our office. We will need one of these forms for each landlord you rented from in the last 36 months. (attached)
- 3) Legible copies of driver's licenses for all applicants
- 4) Proof of income:

**Wage Earners** - Need to provide last 60 days of paystubs that reflect a year to date income summary on the paystubs. If being transferred for work a verifiable offer letter will be required in addition to previous paystubs.

**Self employed applicants** - Most recent year personal tax returns and 12 months of personal bank statements, all pages with nothing blacked out on the bank statements is required for proof of income.

**Fixed Income Applicants** - If you are retired or on a fixed income, we will need the most recent award letter plus 3 months of bank statements to show the income being deposited into your bank account. Bank statements shall be provided with all pages and nothing blacked out on the statements.

- 5) Pets:

If animals are accepted at the property you are applying for, no more than two animals are allowed per home. Animals must be no less than six (6) months of age. Aggressive breeds will not be allowed. A \$400 pet deposit will be required per pet.

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If you are approved for the property and you have a verbal pet approval from Vienna, please be advised that you will have to pay a pet application fee of \$50 per pet and send in the following documents:

- Photo of Pet
- Pet Vet Records
- Pet License from the County
- Pet to be added to Renter's Insurance Policy

**These docs can be emailed to [Monica@ViennaPM.com](mailto:Monica@ViennaPM.com) or Faxed to 916-367-6782**

**If you would like to drop off at our office, our address is 5842 LoneTree Blvd,  
Rocklin, CA 95765**

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## Our Screening Policies & Procedures

Before you apply to rent a home, please take the time to review these screening policies. Please note these are our current screening criteria; nothing contained in these requirements shall constitute a guarantee or representation by Vienna Property Management that all residents and occupants currently residing in the home have met these requirements. It is the policy of Vienna Property Management to comply with all applicable fair housing laws including those which prohibit discrimination against any person based on race, sex, religion, color, familial status, national origin or handicap.

1. Applicants must view the interior and exterior of the property before submitting their application.
2. All persons 18 years of age and older must complete an Application To Rent and pay our screening fees.
3. There is a \$35 **non-refundable** application fee per applicant that can be paid online at the time of application or brought into the office with a money order or cashier's check.
4. We can hold a property for up to 3 weeks from the date of your application.
5. **Within 24 hours of your application being approved, you are required to bring in a cashier's check or money order for the deposit for the property equal to 1 month's rent. If you do not fulfill this requirement we will continue to market the property and move onto the next application.**
6. Your application is not considered complete until we have received your income documentation, copies of drivers licenses, a signed verification of housing form and a signed screening policies and procedures form. Applications are reviewed in the order they come in.
7. A full first month's rent plus deposit is required at move in regardless of the date of move in.
8. **Income requirement** – Applicants income must be equal to or at least 3 times the rental amount. A copy of a recent earnings statement must be provided for each applicant. Income sources must be verifiable and inability to verify income is a reason for denial of tenancy. At least one adult must earn three (3) times the monthly rent as a monthly gross income.

Wage Earners – Need to provide last 60 days of paystubs that reflect a year to date income summary on the paystubs. If being transferred for work a verifiable offer letter will be required in addition to previous paystubs.

Self-employed applicants - Most recent year personal tax returns and 12 months of personal bank statements. All pages, with nothing blacked out on the bank statements, are required for proof of income.

Fixed Income Applicants – If you are retired or on a fixed income, we will need the most recent award letter plus 3 months of bank statements to show the income being deposited into your bank account. Bank statements shall be provided with all pages and nothing blacked out on the statements.

9. Each applicant 18 & older must have at least a 600 credit score.
10. A criminal background check will be conducted for each applicant and occupant age 18 and over. The application may be denied for any felonies in the past 10 years.
11. We will access credit and criminal background reports as part of the screening process.
12. Rental History: 36 months valid (favorable) and verifiable rental or mortgage history. If renting from family proof of rental payments required via bank statements or cancelled checks.
13. Occupancy Guidelines – The following occupancy standards apply based on 2 persons per bedroom, plus one per home:
  - 1 Bedroom – 3 Persons
  - 2 Bedroom - 5 Persons
  - 3 Bedroom - 7 Persons
  - 4 Bedroom – 9 Persons
14. All bankruptcies must be discharged
15. 7 years seasoning required from any previous evictions/landlord judgments
16. If animal's are accepted at the property you are applying for, no more than two animal's are allowed per home. Animals must be no less than six (6) months of age. Aggressive breeds will not be allowed. A \$400 pet deposit will be required per pet.

**17.** If you are approved for the property and you have a verbal pet approval from Vienna, please be advised that you will have to pay a pet application fee of \$50 per pet and send in the following documents:

- Photo of Pet
- Pet Vet Records
- Pet License from the County
- Pet to be added to Renter's Insurance Policy

**18.** When we have multiple applications on a property we will review and accept the first full application that meets all screening requirements that is in with all requested documentation and landlord verifications done first. Applications are reviewed in the order received.

**Application fee's go directly to our screening company, so we are not able to issue application refunds.**

**Turn times for approvals are 2-3 business days, this does not include weekends.**

Applicant Signature \_\_\_\_\_

Applicant Signature \_\_\_\_\_



5842 Lonetree Blvd.  
Rocklin, CA 95765  
P. 916.520.1712  
F. 916.367.6782  
BRE# 01882979

## RENTAL VERIFICATION

To: \_\_\_\_\_ (Landlord)

Regarding Applicant: \_\_\_\_\_

Signatures: X \_\_\_\_\_ X \_\_\_\_\_

The above referenced applicant has submitted an application to lease a property from our company. The applicant reported that he/she previously leased the following property from you:

From: \_\_\_\_\_ To: \_\_\_\_\_

1. Beginning date of lease \_\_\_\_\_ Ending Date \_\_\_\_\_

2. Monthly Rent \$ \_\_\_\_\_

3. Did the applicant pay rent on time? Yes ☐ No ☐ if no, how many times? \_\_\_\_\_

Dates late rent received: \_\_\_\_\_

4. Were any of the applicants checks returned unpaid by the bank? Yes ☐ No ☐ if yes, how many times? \_\_\_\_\_

5. Did the applicant owe you money when he/she left? Yes ☐ No ☐ if yes, how much? \$ \_\_\_\_\_

6. Did the applicant cause any damage to the property? Yes ☐ No ☐ if yes, explain at the bottom

7. Did the applicant have a pet? Yes ☐ No ☐

8. Did the applicant violate the lease? Yes ☐ No ☐

9. Would you lease the property to the applicant again? Yes ☐ No ☐

10. Was the lease terminated early for any reason? Yes ☐ No ☐

11. Any relevant information: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Please return this form as soon as possible to either of the following:

Fax: 916-367-6782

Email:

Thank you

Vienna Property Management  
BRE#01882979  
Phone: 916.520.1712