

**S&S**  
**PROPERTY MANAGEMENT COMPANY**  
1112 JEFFERSON BLVD. WEST SACRAMENTO, CA 95691  
PHONE: (916) 371-1870 FAX: (916) 371-4929  
EMAIL: WESTSACRENTALS@GMAIL.COM

INSTRUCTIONS TO APPLY

Thank you for applying with S&S Property Management Company. We value your business and we will do our best to process your application in a timely manner. On average, processing time takes approximately 2-4 business days. You can help the process by providing the following items listed below. We have provided this information in a checklist format for your convenience. All information obtained by S&S Property Management is held confidential. **To expedite submitting the application to our office, we ask that you provide copies of the listed documents and keep the documents in the order listed below.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Check items below as you have completed

- Application Fee-** A thirty five dollar (\$35.00) fee per adult or anyone over 18 years of age. The fee MUST be paid prior to processing your application. No exceptions. This fee covers the cost of processing and credit reports obtained by S&S Property Management Company. All fees are **NON-REFUNDABLE.**
- Complete ALL areas for the application-** If you leave areas uncompleted, this will delay the process time. IT IS NOT THE RESPONSIBILITY OF S&S PROPERTY MANAGEMENT TO LOCATE PHONE NUMBERS FOR YOU.
- Copy of your driver's license-** Or picture ID- This is for your protection and we can make the copies for you. Must be Government issued.
- Copy of your social security card-** Again, this is for your protection. If you do not have your card, you can submit your tax return or other verifiable documents.
- Proof of payment to your current landlord for the last 2 months-** Cancelled checks, money order receipts, tenant ledgers, or rent receipts from your landlord.
- Copy of current utility bill or piece of mail from your current address-** It can be SMUD, PG&E, cable, telephone, cell phone bill or any piece of mail in your name.
- Verification of your income-**  
**If you are an employee:** and received a paycheck at regular intervals, a copy of your ONE MONTH'S MOST RECENT check stubs reflecting your net income and pay periods. **If you are self-employed:** a copy of your business's last year's schedule C filed with your tax return. Copies of your bank statements for the previous 3 months which will need to reflect your income (deposits) over a three month period. A current profit and loss statement provided by your accountant or bookkeeper will also be sufficient.
- Bank Statements-**  
Please supply **all** pages of your two months most recent bank statements, account numbers may be blacked out or removed for your security. Your name must appear on the statements. (Ex: 1-10, we will need all 10 pages even if last page is blank.)

**Megan's Law**

Renters are advised that the police department keeps record on convicted child molesters residing in the community and are advised to check those records prior to leasing a residential property. Renters are also advised that they are to obtain information on crime statistics from the police. Real Estate brokers do not keep crime records or do not verify neighborhood conditions.

**Again, thank you for applying with S&S Property Management Company!**

# **CRITERIA FOR TENANCY**

**!!Thank you for considering S & S Property Management!!**

## **GENERAL REQUIREMENTS & INFORMATION**

1. Positive picture ID will be requested at the time you submit your application for processing.
2. Each person over the age of 18 years who intends to reside in the subject Home must submit a separate Rental Application.
3. Application must be **completely** filled out and **signed**.
4. Application Fee must be paid prior to processing the rental application.
5. Applicant acknowledges and accepts that S&S Property Management represents the owner of the property for which applicant is applying.
6. Management will make a reasonable attempt to contact previous and present landlord(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to Management lies with the Applicant. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.
7. **The security deposit and first month's rent must be paid in full by cashier's check or money order no exceptions. From the availability date, homes will only be held for move in up to two weeks.**
8. We cannot guarantee any home you have seen to be available to you by the time your application is processed. Homes are rented to the most qualified applicant approved by the individual home owner with the full security deposit paid. **A security deposit WILL NOT be accepted until the rental application is approved.**

## **RENTAL REQUIREMENTS**

1. Five years or more of verifiable residence history from a third-party landlord required.
2. Multiple late payments and NSF checks will result in a denial.
3. Rental history reflecting any unpaid past due rent will result in denial.
4. Rental history reflecting any property damage or disturbance will result in denial.

## **AUTOMATIC DENIALS**

1. Any collection filed by a property management company within the last ten (10) years will result in denial.
2. Any applicant with unlawful detainer action or eviction within the past ten (10) years will be denied.

## **INCOME REQUIREMENTS**

1. Monthly income must equal approximately three- (3) times stated monthly rent.
2. If self-employed, you are required to provide proof of income from bank statements and tax returns. If a co-signer, their monthly income should equal five times the stated monthly rent.
3. Co-signer will only be accepted for a full-time students with proper documentation.

## **EMPLOYMENT REQUIREMENTS**

1. 5 years of verifiable employment if possible.
2. If unemployed and unable to verify the income necessary to pay rent, applicant will be denied.
3. Self-employed individuals must be verified through the state or tax returns or bank statements.

## **CREDIT REQUIREMENTS**

1. Good credit is required.
2. Outstanding bad debts being reported on credit report of more than \$100.00 but less than \$1000.00 may be accepted with proper explanation and proof.
3. Excessive collections will result in denial.
4. Outstanding debt to property management, landlord or utility company will result in denial.
5. Any applicant with a bankruptcy not showing as discharged will be denied until shown otherwise.

**\*\* Any falsified information is an automatic decline of your application\*\***

**!!We are looking forward to have you as one of our esteemed tenants!!**

**Please sign below to acknowledge you have read and understand the criteria.**

**X**

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# APPLICATION TO RENT

Tenant  
 Guarantor

(all sections must be completed)

Individual applications required from each occupant 18 years of age or older.

LAST NAME		FIRSTNAME		MIDDLENAME		SOCIAL SECURITY NUMBER	
OTHER NAMES USED IN THE LAST 10 YEARS				WORK PHONE NUMBER		HOME PHONE NUMBER ( )	
DATE OF BIRTH		EMAIL				MOBILE/CELL PHONENUMBER ( )	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER ID	
1 PRESENT ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONENO. ( )	
REASON FOR MOVING						RENT AMOUNT \$	
2 PREVIOUS ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ( )	
REASON FOR MOVING						RENT AMOUNT \$	
3 NEXT PREVIOUS ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ( )	
REASON FOR MOVING						RENT AMOUNT \$	
PROPOSED OCCUPANTS		NAME			NAME		
LIST ALL IN ADDITION TO YOURSELF							
WILL YOU have pets?		DESCRIBE			WILL YOU HAVE liquid filled furniture?		DESCRIBE

I  am  am not a member of the Armed Forces (including the National Guard and Reserves).

<b>A</b>	Present occupation or source of income		Employer name		
	How long with this employer	Supervisor's Phone # ( )	Employer address		
	Name of your supervisor		City, State ZIP		
<b>B</b>	Prior occupation		Employer name		
	How long with this employer	Supervisor's Phone # ( )	Employer address		
	Name of your supervisor		City, State ZIP		
Current gross income \$		PER		Check One <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	

**All addresses applicant resided at in the past 5 years must be provided.**  
**If needed, please attach an additional page and list ALL previous addresses.**



How Did You Hear About Us? \_\_\_\_\_

OTHER VERIFIABLE INCOME	CONTACT / WORKER NAME	PHONE NUMBER	AMT. PER MO.
		( )	
		( )	
		( )	
		( )	
		( )	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		( )		
2.		( )		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
1.		( )		
2.		( )		

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ 35.00, which is to be used to screen Applicant with respect to credit history and other background information.

S&S Property Management will not begin processing of the application in any way, until the application fee has been paid in full.

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

the rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_  
Date Applicant (signature required)

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

**S&S**

**Property Management Company**

**1112 Jefferson Blvd.**

**West Sacramento, CA 95691**

**Phone: (916) 371-1870 Fax: (916) 371-4929 Email: [westsacrentals@gmail.com](mailto:westsacrentals@gmail.com)**

**S&S**

Property Management Company  
1112 Jefferson Blvd.  
West Sacramento, CA 95691

Date \_\_\_\_\_

Application in? Yes No  
Approval letter received? Yes No  
Current Tenant? Yes No

**Rental Wish List**

Tell us what you're looking for.

NAME: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Desired Location(s): Gateway Southport Bridgeway Lakes Bridgeway Island West Sac

West Capitol Broderick Natomas Sacramento Downtown Sacramento Roseville

Elk Grove South Sacramento Greenhaven Rancho Cordova Antelope Citrus Heights

BEDROOMS: \_\_\_\_\_ BATHROOMS: \_\_\_\_\_ 1 Story 2 Stories SQ. Ft. \_\_\_\_\_

DOWNSTAIRS NEEDS: BEDROOM FULL OR 1/2 BATHROOM TUB WALK IN SHOWER

FLOORING: CARPET HARDWOOD LAMINATE DISHWASHER: YES NO

GARAGE: 1 2 3 TANDEM OK R/V ACCESS: YES NO

YARD: YES NO BIG SMALL FENCED STORAGE OTHER \_\_\_\_\_

RENT RANGE (Min.-Max: We will only call you on max range prop's as long as you qualify): \_\_\_\_\_

CENTRAL HEAT & AIR: \_\_\_\_\_

APPLIANCES NEEDED: REFRIGERATOR WASHER DRYER

PETS: YES NO HOW MANY? \_\_\_\_\_ BREED \_\_\_\_\_

DESIRED LEASE TERM: 6 9 12 APPROX. MOVE-IN DATE: \_\_\_\_\_

TOTAL # IN HOUSEHOLD: \_\_\_\_\_

PROPERTIES INTERESTED IN: \_\_\_\_\_

HAVE SEEN THESE PROPERTIES: \_\_\_\_\_ (L) \_\_\_\_\_ (L)

\_\_\_\_\_ (L) \_\_\_\_\_ (L) \_\_\_\_\_ (L)

OTHER DESIRES: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US: \_\_\_\_\_