

## 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.

### **Prior to Submitting Application:**

Applicants must view the interior and exterior of the property before submitting their application. Review Screening Guidelines and Requirements.

### **Steps to Submit an Application:**

Your application is not considered complete until we have received your income documentation, copy of driver's license, a signed verification of housing form and a signed screening policies and procedures form. Applications are reviewed in the order they come in. All persons over the age of 18 must submit an application. There is a non-refundable application fee of \$45 per applicant that can be paid online at the time of the application or brought into the office with a money order or cashier's check)

**Step 1:** Submit an application by going to [www.viennapm.com](http://www.viennapm.com). Locate the property in the Rental Search Tab and then click "Apply Now". Once completed, we will then run a background and credit report.

**Step 2:** Once your application is submitted, we will then run a background and credit report. You will also receive an email with a link to upload required documents. Please have the following documents prepared to upload:

- Copy of Driver's License
- Verification of Rent or Mortgage Statement
- Income Documentation
  - 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.

**Step 3:** If you have a pet, you will be required to submit a pet application. Details will be sent in the same email as above.

### **Basic Screening Guidelines:**

- All applicants 18 and over must have at least a 640 Credit Score
- Verifiable Income of at least three times the rent amount required
- 36 months of positive verifiable housing history required.
- \$45 application fee per applicant

**Basic Application Guidelines:**

When we have multiple applications on a property we will review and accept the first full application that meets all screening requirements and that has submitted all requested documentation and landlord verifications. Fully Completed Applications are reviewed in the order received.

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. The Lease agreement must be signed within 48 hours of receipt. If you do not fulfill this requirement we will continue to market the property and move onto the next application.

We can hold a property for up to 2 weeks from the date of your application. Full deposit will also be required prior to accessing the property.

Rental History: 36 months valid (favorable) and verifiable rental or mortgage history. If renting from family or private landlord proof of rental payments required via bank statements or cancelled checks.

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

All bankruptcies must be discharged, 36 months seasoning from last BK required.

7 years seasoning required from any previous evictions/landlord judgments

If pets are accepted at the property you are applying for, no more than two pets are allowed per home. Pets must be no less than six (6) months of age. Aggressive breeds will not be allowed. All pets must be submitted through our PetScreening.com link that our office will send to you and the following will need to be supplied:

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

**Some Types of Aggressive Breeds:**

- |                     |                         |               |                 |
|---------------------|-------------------------|---------------|-----------------|
| -Pit Bulls          | -Staffordshire Terriers | -Akitas       | -Chows          |
| -Doberman Pinschers | -Alaskan Malamutes      | -Rottweilers  | -Great Danes    |
| -Siberian Huskies   | -German Shepherds       | -Wolf-hybrids | -Presa Canarios |

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

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

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

### 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