



Rental Qualification Criteria

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local housing laws.

Application: A rental application must be completed and submitted by all prospective residents 18 years of age or older. In order to process an application, we must receive a **\$40.00 application fee** per rental application; \$75.00 application fee for a corporate or business application. This fee is non-refundable once a credit report has been ordered. Application fees may be paid by cash or by certified funds made payable to **Wilbur Properties**. Sorry, no personal checks accepted. In order to qualify, each application must meet the following criteria:

1. **Identification verification:** All applicants must provide a government issued photo I.D.
2. **Credit History:** A credit check and unlawful detainer check will be run on each applicant. All applicants must have established credit and credit must be in good standing. Additional deposit will be required for applicants with no prior credit history. Applicants with poor credit, prior evictions, foreclosures or un-discharged bankruptcies will be automatically disqualified. Pursuant to Civil Code 1785.26, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit-reporting agency if you fail to fulfill the terms of your credit and lease obligations.
3. **Income:** Verifiable **regular monthly** gross income, regardless of source, must be at least three (3) times the amount of the monthly rent. Acceptable documents could include, but are not limited to:
 - Two current pay stubs showing tax deductions and year-to-date earnings.
 - New employment: official offer letter on company letterhead, signed by all parties.
 - Self-employed: past and current year's income tax returns; W-2.
 - Statements from government payments, i.e. disability or social security.
 - Court orders for child or spousal support.
 - Statements of income from investments or trust funds.
4. **Rental History.** All applicants must have positive, verifiable rental and/or payment history for up to twenty four (24) months from a landlord, apartment community or mortgage company. An additional security deposit may be required if applicants have less than two (2) years of verifiable rental/payment history.
5. **Lease.** Applicants must be able to sign a one (1) year lease.
6. **Waterbed policy.** This property is unable to accommodate waterbeds.
7. This property does not accept Section 8 housing or any other rent assistance programs.
8. **Non-Smoking Policy.** This property has been designated as a "Non-Smoking" property. Residents and guests are not allowed to smoke inside or on the property at any time.
9. **Pet Policy.** No pets are allowed on or about the property (except guide, service or signal dogs pursuant to California Civil Code, sections 54.1 and 54.2) at any time, even temporarily.
10. **Renters Insurance:** Renters insurance is required prior to moving into the property. A minimum of \$300,000 liability coverage is required to be maintained throughout tenancy. If an offer to rent is advanced to applicant(s), applicant(s) must provide proof of liability insurance listing Wilbur Properties as additionally insured prior to obtaining keys or moving into the property.
11. **Corporate Leases:** An application can be submitted in the name of a company as long as the business entity has a valid Federal Tax ID number that is verifiable by the California Secretary of State. A business credit report will be accessed to determine the company's ability to make timely payments of rent. The company must provide a minimum of three (3) trade references that will be verified. A larger security deposit may be required.

Rental applications will be reviewed in the order in which they were received to determine eligibility. If the application(s) qualify for screening, the screening committee will check applicant(s) credit report, employment and rental references. This application process can take up to 24 to 48 hours. If an offer to rent is advanced to applicant(s), in order to hold the property, the security deposit and first months' rent must be delivered to Wilbur Properties in certified funds. Applications that do not meet the qualification criteria will not be processed and any application fee(s) will be mailed back to applicant(s) at the current address listed on the application(s).

Thank you for your interest in our property.