



Raj Properties

2076 University Avenue, Suite A

Berkeley, CA 94704

Phone (510) 848-9958

Fax (510) 665-5488

APPLICANT QUALIFICATION POLICY AND OTHER INFORMATION

All Items Listed Below, MUST BE Submitted For Each Applicant, BEFORE Move In

1. **RENTAL DEPOSIT REQUIREMENT:**
 - Application fee per adult = **\$40.00**
 - Security Deposit. Pay upon application if you want us to reserve the apartment.

2. **RENTAL HISTORY:**

Must have at least **three (3) years** verifiable rental history, no unlawful detainers, or evictions.

3. **EMPLOYMENT HISTORY:**

Must have at least **one (1) year** verifiable employment.

- 3a. **GROSS MONTHLY INCOME:**
 - Main applicant must meet the Gross Monthly Income equivalent of **2.5:1 ratio**
 - If applying with a roommate, roommate must meet the Gross Monthly Income equivalent of **2:1 ratio**
 - Pay stub (3 Months most recent, consecutive)/Letter of Intent to Hire/W2 may be required for verification of income.

4. **CREDIT HISTORY:**

Must have **good standing credit history (No Evictions, Utility Collections, or Money owed to prior landlord).**

5. **APPLICATION WITHDRAWAL:**

If applicant withdraws 72 hours after placing a deposit on a unit, but before the commencement of the Rental Agreement, a daily fee for the unit will be deducted from the deposit.

6. **CO-SIGNER:** Co-signers are allowed for applicants who do not qualify, provided the cosigner meets the gross monthly income equivalent of 3:1 ratio, excellent credit rating, three (3) years rental history, and one (1) year employment history.

7. **RENTAL DEPOSIT REQUIREMENT:**
 - Application fee per adult = **\$40.00**
 - Security Deposit. Pay upon application if you want us to reserve the apartment.

8. **MOVE-IN COST REQUIREMENT:**
 - First month's rent, prorated if not a full month
 - Security and damage deposit and other charges
 - Move-in cost must be in the form of **certified funds.**

9. **IDENTIFICATION:** A copy of a government issued ID must be made for EACH applicant (Driver's License, Passport, Visa or Identification Card)

10. **LEASE TERM.** A minimum of a 12 month lease.

Please allow 72 hours for our office to complete the processing and credit screening procedure. We will call to notify you whether you qualify or disqualify.

ALL APPLICATION FEES, SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY A CASHIER'S CHECK, MONEY ORDER OR CERTIFIED CHECK, AND SHOULD BE MADE PAYABLE TO RAJ PROPERTIES.