



## **Pacific West Apartments**

1399 Pacific Avenue

San Leandro, CA 94577

Phone (510)638-5499

Fax (510)632-5411

Email: [pacificwestapartments@rajproperties.com](mailto:pacificwestapartments@rajproperties.com)

### **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.**