

*Sylvan Square Apartments*  
750 Sylvan Avenue, Mountain View, CA 94041  
650-961-4630

## **APPLICATION GUIDELINES**

Uniform rental policies have been established to determine a prospective applicant's ability and willingness to pay rent on a timely basis. A thorough review of each applicant's identification, employment, income, credit history, and previous residency is required prior to approval. If our review uncovers any negative residency references or credit history and/or low income ratio, the result may be an increased security deposit, or denial of the application.

**Credit History:** It is required to have established credit history. Negative credit reporting including but not limited to late payment, repossessions, write-offs, collection accounts, default on student loans, evictions, or civil judgments could result in an increased deposit or denial. Copies of credit reports will be provided upon written request.

**Previous Residency:** Failure to provide the location and contact information for residency **for the last two years** and/or negative information reported from any previous rental could result in increased deposit or denial.

**Income Verification:** Applicant must provide acceptable proof of current income and/or ability to prove income equal or greater than **3 times the monthly rent**. Acceptable items of proof of income are pay stubs for the two (2) most recent pay periods of current employment; court order for periodic support from another party, or documentation of periodic government assistance. Bank statements are helpful information, but are not factored into the income ratio. If an applicant is self-employed, we will accept copies of Federal tax returns (Form 1040) for the past two (2) years. Any income, whether adequately proven or not, that is not recognized by or reported to the Federal government will not be recognized in calculating income of a prospective applicant.

**Identification:** Valid picture identification is required to determine the true identify of each applicant. Acceptable forms of identification include but are not limited to, state issued driver's license, government-issued ID card, U.S. Green Card, or Passport. Any applicant who cannot properly establish his or her identity may be denied without consideration of any other information.

**False Statement:** All prospective residents age 18 or older are required to complete and sign an Application to Rent. The information contained in the Application to Rent is made under penalty of perjury. Any false statement made on an Application to Rent are grounds for denial and punishable by imprisonment (California Penal Code, sections 118 and 126).

**Occupancy:** We follow the occupancy guidelines set forth by the Department of Fair Employment and Housing of "two occupants per bedroom plus one". Please note that these limits refer to all persons residing in the apartment, including children who do not submit Applications to Rent. Thus, occupancy limits are as follows:

Studio = 2 persons      1 bedroom = 3 persons      2 bedroom = 5 persons      3 bedroom = 7 persons

**Co-Signers:** Are accepted provided they submit an Application to Rent with appropriate fees and all information necessary for a thorough review of his or her background and credit worthiness, and sign a separate Guarantor agreement as an addendum to the Rental Agreement.

**Absolutely no pets**, unless otherwise agreed.

### **Paperwork required for consideration of Application to Rent:**

1. A signed and completed Application to Rent (one per application 18 years of age and older).
2. Complete supporting documentation with each Application to Rent.
3. Applicant reference form completed.
4. \$30 credit check fee per Application to Rent (including Co-signer/Guarantor applicants) in the form of cash or money order – *no personal checks will be accepted for the credit check fee.*
5. A signed and completed Holding Deposit Agreement (one per apartment) if unit is to be held for more than 72 hours.
6. A holding deposit (in the amount provided by manager).

**No apartment will be reserved for any applicant until all of these materials are received.**

Cal-Western Property Management and Sylvan Square Apartments does not discriminate on the basis of race, sex, color, religion, national origin, disability or familial status.