

APPLICATION QUALIFICATIONS AND REQUIREMENTS:
(PLEASE READ CAREFULLY)

A completed application is required from each adult (anyone 18 years or older) who intends to reside at the property.

Solano Property Management requires \$30 as a processing fee (*from each applicant*) to verify income, residential history or ownership, and credit. This fee is **NON-REFUNDABLE** once credit reports are processed. We accept payment for processing by cash, money order, cashiers check, and personal checks. Applications are good for 60-days, in the event that you should want to apply for a property after the expiration of the 60-days, you must re-submit an application and pay a fee of \$30.

Please Note: Approval is NOT on a first come first serve basis; Approval WILL BE based on qualifying income, residential history, and credit history. Qualifications differ per property. Applications with bankruptcies will be considered only if the bankruptcy has been discharged; all other application requirements still apply.

REQUIRED INFORMATION: (*Please make sure to fill out your application COMPLETELY and turn in ALL required documentation/information with your application or it WILL NOT be accepted.*)

- Government issued ID - colored copies (*from all applicants*)
- Two of your most recent pay-stubs or proof of income statements. If self-employed, a copy of last year's taxes or three current monthly business bank statements. For military, we will need a copy of your most recent LES. If your employer uses the "The Work Number" company or any other 3rd party job verification system for employment verifications, it is your responsibility to get that verification to us. ONLY verifiable income will be accepted.
- Signatures from all applicants are required on the application and release forms for us to process your application.

INCOME REQUIREMENTS: For a Single-Family Home, we require your total gross monthly income be at least 3 times the amount of the monthly rent. For an apartment, condo, townhouse, or duplex, we require your total gross monthly income be at least 2.5 times the amount of the monthly rent. ONLY verifiable income will be accepted.

CREDIT REQUIREMENTS: Credit scores, judgments, collections, late payments, and debt to income ratio are all used in determining the best application for a property. A FICO score below 600 may be grounds for an automatic denial of the application. Any applicants with an eviction, owing utility companies and/or landlords may be grounds for an automatic denial of the application.

RESIDENTIAL HISTORY REQUIREMENTS: We require a current and previous rental reference with at least **FIVE CONSECUTIVE YEARS** of residential history with **NO GAPS** in the date ranges even if you have not rented. If you own/owned your current or previous resident, please state on your application "OWN" and provide dates. Landlord references are VERY important. If we are NOT able to speak to your landlord or verify your rental references, your application may NOT be completed and this may keep your application from being approved. Negative rental references received will result in denial of the application. Renting from friends or family will not be considered. If you do not have the required rental history, but meet other guidelines, you may be required to pay a double deposit or you may be denied.

SECURITY DEPOSITS: Security deposits are based upon approved credit and rental history. All pets are approved through the owners, if a pet is approved, there will be an additional deposit.

ONCE YOUR APPLICATION IS APPROVED: We require that you bring in at least 1/2 of the deposit within 48 hours upon approval and all applicants must sign an "Offer to Rent" or a Residential Lease Agreement to hold the property until your move in date. If the property is vacant and available now we can only hold the property for up to 2 weeks. Upon move in, we require ALL applicants sign the Residential Lease Agreement, first month's rent and security deposit paid in full, applicant must provide Solano Property Management proof of renter's insurance. **ALL MOVE- IN COSTS MUST BE PAID IN CERTIFIED FUNDS (Cashier's Check or Money Order) - NO EXCEPTIONS.**

****To help expedite the application process, please provide SPM with the most accurate information to verify your references. Providing ANY false information shall be grounds for rejection or subsequent termination of tenancy.****



Application Fee Disclosure:
Credit Report: \$6.50
Unlawful Detainer Report: \$5.50
SPM Processing Fee \$18.00
TOTAL FEE \$30.00 per Applicant

SOLANO PROPERTY MANAGEMENT
Vacaville (707) 447-8501 FAX (707) 447-8936
Fairfield (707) 426-1821 FAX (707) 426-2364
Benicia (707) 745-4700 FAX (707) 745-1858
Application Fee is NON-REFUNDABLE

Date: _____
Time: _____
Amount: _____
Pmt Type: _____
Receipt: Yes ___ No ___
Rec'd by: _____

*Picture I.D. required with Application

*I have received and understand SPM's application requirements: [redacted] [redacted]
Initials

List Property(s) desired: 1) [redacted] 2) [redacted] 3) [redacted]

*I have seen the inside of the property: Yes / No Yes / No Yes / No

**Application will NOT be approved until applicants have physically seen inside of property.

Section 8: Yes / No Voucher Amount: _____ Move-in Date: [redacted]

Have you ever filed a petition of bankruptcy?: [redacted] IF YES, Discharged?: [redacted] Have you ever been served an eviction notice?: [redacted] IF YES, When?: [redacted] Why?: [redacted] Have you ever been convicted of a misdemeanor or felony other than a traffic/ parking violation?: [redacted] IF YES, for what?: [redacted]

Are you a current abuser or an addict of a controlled substance?: [redacted]

Animals?: [redacted] Breed: [redacted] Quantity: [redacted] Age: [redacted] Sex: [redacted] Weight: [redacted] Fixed?: [redacted]

Is your pet aggressive or has been considered a threat towards any person?: [redacted] IF YES, Explain: [redacted]

Do you have renter's insurance? [redacted] IF NOT, renter's insurance will be required upon move-in.

APPLICANT

APPLICANT

Name: _____

Name: _____

DOB: _____ Phone #: _____

DOB: _____ Phone#: _____

Social Security # or ITIN: _____

Social Security # or ITIN: _____

ID Type/#/ Issuing Government: _____

ID Type/#/Issuing Government: _____

E-mail: _____

E-mail: _____

OTHER OCCUPANTS UNDER THE AGE OF 18

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

EMPLOYMENT/ SOURCE OF INCOME

Employer: _____

Employer: _____

Job Title: _____ How Long: _____

Job Title: _____ How Long: _____

Phone #: _____

Phone #: _____

Fax #(if available) : _____

Fax #(if available): _____

Gross Pay Per Month \$: _____

Gross Pay Per Month \$: _____

Other Sources of Income: _____

Other Sources of Income: _____

Amount(s): _____

Amount(s): _____



CURRENT ADDRESS

Address: _____
City/State/Zip: _____
Landlord Name: _____
Landlord phone #: _____
Fax # (if available) : _____ Rent/Mtg amt. \$: _____
Date of occupancy From: _____ To: _____
Reason for leaving: _____

CURRENT ADDRESS

Address: _____
City/State/Zip: _____
Landlord Name: _____
Landlord phone #: _____
Fax # (if available) : _____ Rent/Mtg amt. \$: _____
Date of occupancy From: _____ To: _____
Reason for leaving: _____

PREVIOUS ADDRESS

Address: _____
City/State/Zip: _____
Landlord Name: _____
Landlord phone #: _____
Fax # (if available) : _____ Rent/Mtg amt. \$: _____
Date of occupancy From: _____ To: _____
Reason for leaving: _____

PREVIOUS ADDRESS

Address: _____
City/State/Zip: _____
Landlord Name: _____
Landlord phone #: _____
Fax # (if available) : _____ Rent/Mtg amt. \$: _____
Date of occupancy From: _____ To: _____
Reason for leaving: _____

VECHICLE INFORMATION

Auto make: _____ Year: _____ Color: _____ Plate #: _____ State: _____
Auto make: _____ Year: _____ Color: _____ Plate #: _____ State: _____

Emergency Contact _____ Relationship _____
Phone # _____ Address/City/State _____

NOTICE & WARNING: Illegal drug activity is a substantial breach of the lease agreement and will result in eviction. I hereby apply to rent the property listed above and certify the above information is correct. I understand that any incorrect or false information listed above will be cause for immediate termination of any lease granted by Solano Property Management (S.P.M.) at any time. I authorize S.P.M. to verify my credit status and contact any and all persons or agencies listed above.

***Applicant Signature:** _____

Date: _____

***Applicant Signature:** _____

Date: _____



SOLANO

PROPERTY MANAGEMENT

Acknowledgement:

I/We, the undersigned, understand that Solano Property Management is the leasing agent and representative for the owner/ landlord and the leasing agent’s fees will be paid by the owner/ landlord. The undersigned acknowledgement that this written notice was received prior to the undersigned receiving lease agreement.

(Print Name:)

(Print Name:)

*Applicant Signature Date

*Applicant Signature Date

Consent to Obtain Credit/ Employment/ Rental Information:

I/We authorize Solano Property Management to investigate my/ our credit qualifications, employment status and rental history. I/ We hereby release, in any manner, all of the information obtained by you and I/we further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Executed on this _____ day of _____ 20_____, in the city of

_____, State of California.

(Print Name:)

(Print Name:)

*Applicant Signature Date

*Applicant Signature Date

Residential Division - 750 Mason St. Ste. #201 Vacaville, CA 95688 • P: (707) 447-8501 • F:(707) 447-8936
Residential BN Office – 285 East H Street Benicia, CA 94510 • P: (707) 745-4700 • F: (707) 745-1858
Commercial Division –1411 Oliver Rd. Ste. #120 Fairfield, CA 94534 • P: (707) 426-1821 • F: (707) 426-2364

