



## RENTAL APPLICATION PROCESS

**It is DKPM, Inc.'s policy** to provide a standardized guideline for accepting tenants, to ensure all applicants are treated fairly and equally, to eliminate the possibility of discrimination in rental decisions and to accept only responsible tenants, who will pay rent on time and maintain the rental property.

Each applicant's screening report will be reviewed for three types of adverse information: **TERMINALS**, **NEGATIVES** and **REQUIREMENTS**. **All adverse information applies to applicants and their household members.** If any one **TERMINAL** item is found, without extenuating circumstances, the application will be denied. If **NEGATIVE** items are found, with no extenuating circumstances, the application may be denied or the owner may require an increased security deposit. All **REQUIREMENTS** must be met.

**TERMINALS:** The following items will be considered terminal:

- Any **OPEN** bankruptcy (a bankruptcy to which new claims can be added)
- A total of \$2000 or more in unpaid collections or accounts charged-off in the last 5 years, excluding medical
- Negative or incomplete rental reference
- Any collection filed by a property management company or landlord
- Any filing of an eviction action (unlawful detainer) or any current 3-Day Notice to Pay Rent
- Any income level which is less than 2.98 times the rent of the unit applied for
- Any applicant who does not cooperate in all aspects of the application process
- Reasonable likelihood that any household member or guest will interfere with the health, safety, security or the right of peaceful enjoyment of the resident community or cause damage to the property.

**NEGATIVES:** The following items will be considered negative items:

- Any income level which is less than three times the rent of the unit applied for
- A total of 3 or more 30-day late payments in the last 12 months
- Any single account that has more than three 30-day late payments in the last 3 years
- Any collection, charge off, judgment, bankruptcy or lien within the last 5 years, excluding medical
- Any instance of a security deposit not returned due to damage to the rental unit (beyond normal cleaning)
- Any instance of proper Notice to Vacate not being given to a previous landlord
- Any landlord reference that cannot be verified

**REQUIREMENTS:**

- Completed and Signed Rental Applications from all occupants over 18 years old
- Non-refundable application fees for all Rental Applications (\$40/applicant over 18)
- Proof of ability to pay rent (copy of current paycheck stub, tax return, bank statements, as required)
- 12 months verifiable rental history or other indication of responsible property upkeep

**ANTI-DISCRIMINATION:** No applicant shall be declined on the basis of their race, sex, religion, marital status, family status, age or by any other method of discrimination by treating one person or group different than other persons or groups who have the same characteristics, or by any laws, legal codes or regulations that prohibits discriminatory practices.

X\_\_\_\_\_ If this application to rent is approved, Applicant acknowledges and accepts that they will be required to show  
Initials evidence of a current Renters Insurance policy (prior to moving in) with adequate liability coverage and, if a pet is approved, coverage must be provided for any pet damages or injury.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes **DKPM, Inc.** to obtain consumer reports that may include but are not limited to credit reports, unlawful detainer (eviction) report, bad check searches, social security number verification, fraud warnings, previous tenant history, employment history, and criminal background checks. Applicant consents to allow **DKPM, Inc.** to disclose tenancy information to previous or subsequent Owners/Agents. I understand that the \$40.00 application fee is not a deposit or rent and will not be applied to future rent or refunded even if the application to rent is declined. The amount charged is itemized as follows: (1) Actual cost of each credit report, unlawful detainer search, and/or other screening report is \$36.00 (2) Cost to obtain, process, and verify screening information is \$4.00 (3) Total fee charged: \$40.00 per application.

X\_\_\_\_\_ X\_\_\_\_\_ X\_\_\_\_\_  
Print Applicant Name Applicant Signature Date



It is the policy of **DKPM, Inc.** to actively pursue and offer equal housing for all persons regardless of race, color, religion, sex, national origin, familial status, disability or any other federal, state and local laws regarding fair housing.

All applicants are required to meet the Residential Acceptance Policy detailed on the reverse side. The following is additional information to consider as you consider applying for a **DKPM, Inc.** property:

**General Guidelines**

- All individuals 18 years or older must complete a Rental Application, provide a photo ID and sign the Lease Agreement.
- Incomplete applications, omissions or misrepresentations on the Rental Application are grounds for denial of the application

**Income Documentation**

- Individuals that are employed and receive hourly or salary wages should submit the 2 most recent paystubs. New employment must submit an offer letter on company letterhead stating start date and compensation.
- Self-employed applicants must provide 3 months most recent company bank statements and the most recent year's tax return
- Retired applicants must provide 3 months recent bank statements showing monthly direct deposit of payments OR the documentation indicating the monthly income (government letter of social security, disability or other income)
- Applicants using income from assets must provide the most recent account statement(s) showing at least 3 times the monthly rent multiplied by the number of months in the lease term.
- Unverifiable income is not considered.

**Verifiable Residency**

- A minimum of 12 months rental history is required if Applicant is not moving from a home they have owned.
- **DKPM, Inc.** does not accept co-signers
- Relatives are not acceptable rental references

**Credit History**

**DKPM, Inc.** policy on payment history and credit is detailed on the reverse. If an applicant has late payments that are isolated to a mortgage and all other credit is satisfactory and income requirements are met, **DKPM, Inc.** will recommend approval to the property owner.

**Possible Cures for Less than Standard Qualifications** (on an individual basis at property owner discretion)

- Additional security deposit – if an applicant does not meet our standard methods of qualifications, detailed on the reverse, on a property-by-property basis the owner may accept an increase in the security deposit to compensate for additional risk assumed. Increased deposits, if approved by the owner, range from 1.5 to 2.0 times the monthly rent.

**Application Selection Criteria**

Applicants understand that more than one application may be received on a property. **DKPM, Inc.** selects residents on a "first-come, first-qualified" basis. The property will remain on the market during the application process and will only be taken off of the market when security deposit is received by **DKPM, Inc.**

If you have any questions concerning the application process, please contact **DKPM, Inc.** at 209-321-5300.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Print Applicant Name Applicant Signature Date

