

TENANT SCREENING CRITERIA FORM

Property Address: _____

Application Fee: \$_____ per applicant

Note: This fee covers the actual cost of screening services and is non-refundable. For the year 2025, the maximum allowable application fee in California is \$66.92, adjusted annually based on the Consumer Price Index.

PETS

1. Pets are: ☐ Allowed ☐ Not Allowed
2. If allowed, a pet deposit of \$_____ per pet is required.
3. Breed and size restrictions may apply.

REQUIRED DOCUMENTATION

1. Completed and signed rental application for each adult (18 years or older).
2. Valid government-issued photo identification.
3. Social Security Number (SSN) or Individual Taxpayer ID Number (ITIN).
4. Proof of income (e.g., recent pay stubs, tax returns, bank statements).
5. Consent to obtain credit and background reports.

SCREENING CRITERIA

1. **Income Requirements:**
 - Gross monthly income must be at least **3 times** the monthly rent.
 - Combined income may be considered for multiple applicants.
 - Applicants with income less than 3 times the rent may qualify with a co-signer or additional security deposit.
2. **Credit History:**
 - A minimum credit score of **650** is preferred.
 - Applicants with no credit history may qualify with a co-signer or additional security deposit.
 - Open bankruptcies or recent foreclosures may result in denial.
3. **Rental History:**
 - Minimum of **12 months** of verifiable rental history.
 - No prior evictions or unlawful detainer actions within the past 7 years.
 - Positive references from previous landlords are required.
4. **Criminal Background:**
 - Criminal history will be evaluated in compliance with applicable laws.

- Convictions that pose a threat to the health, safety, or welfare of others may be grounds for denial.
- 5. **Occupancy Limits:**
 - Occupancy is limited to **2 persons per bedroom**, plus one additional occupant per unit, in accordance with local and state guidelines.
- 6. **Smoking Policy:**
 - Smoking is [prohibited/allowed] in the unit and common areas.
- 7. **Co-Signers:**
 - Co-signers must meet all above criteria independently.

ADDITIONAL NOTES

1. All applicants are evaluated using the same criteria to ensure fairness and compliance with fair housing laws.
2. Incomplete applications will not be processed.
3. Applicants have the right to request a copy of any consumer report obtained.
4. Reusable tenant screening reports are accepted.

ACKNOWLEDGMENT

I/we have read and understand the above screening criteria. I/we acknowledge that providing false information or failing to meet the criteria may result in denial of the rental application.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____