

Rental Application Policies & Criteria

Thank you for your interest in Sequoia Apartments. Below you will find the minimum criteria required to rent.

A Completed Application is required for each occupant 18 years of age or older

The following minimum criteria must be met:

1. **Income:** Must have a gross income of at least 3 times the monthly rent. Consideration will be given if your income is at least 2 1/2 times the monthly rent. We accept co-signors/ guarantors if income level is at 2 1/2 times the monthly rent. Co-signors must have perfect credit, and have an income of at least 4 times the amount of rent. Co-signors will only be considered for income-they will not be considered if applicant's credit is poor.
2. **Rental History:** We will verify and seek references for your last 2 years rental history. Prior evictions will be immediate cause for denial of your application. Rental references from friends or relatives will not be considered.
3. **Credit History:** You must have at least 1 year credit history. Paid collection accounts will be taken into consideration as will medical collections.
4. **Bankruptcy:** If a bankruptcy has been discharged for at least one year, and the credit criteria is met, your application will be considered.

Please provide the following with your completed application:

1. a photocopy of a valid government issued ID card such as Drivers License or State ID card
2. Your most recent paycheck stubs covering the proceeding two month period.
3. Any other proof of income you currently receive which may assist us in determining your eligibility

If your application is accepted you will be asked to sign a one year lease. If your application is denied you will be notified by mail. Please expect 2-3 days to process the application.

Your application cannot be approved unless names and phone numbers are included, or if co-applicants do not submit a completed application, or if supporting documents are not provided. If rental application is not complete, your application will be denied.

Move in funds must be paid in the form of Money Order or Cashier's Check.

Rent is due on the first of each month and late after the 3rd.

Application to Rent

Personal Information

Last name		First name		Middle name	Social Security Number
Other names used within last 10 years			Work Phone #		Home Phone #
Date of Birth		Email Address			Cell Phone #
Drivers License #		Expiration Date	State Issued	Other ID #	

Rental Information

Present Address		City		State	Zip Code
Date in	Date out	Owner/manager name		Phone # with area code	
Reason for Moving					
Next Prior Address		City		State	Zip Code
Date in	Date out	Owner/manager name		Phone # with area code	
Reason for Moving					
Next Prior Address		City		State	Zip Code
Date in	Date out	Owner/manager name		Phone # with area code	
Reason for Moving					

Proposed Occupants

List all in addition to yourself	

Employment Information

Present Occupation or source of Income	Employer Name
How long with this employer	Employer Address
Supervisor's name	Supervisor's Phone #

Will you have pets? Y N If so, what type _____

Employment continued:

Previous Occupation or source of Income	Employer Name
How long with this employer	Employer Address
Supervisor's name	Supervisor's Phone #
Current Gross Income from employment	Circle one: week month year

Financial Obligations

Name of your bank		Branch or Address	
Checking Account number		Savings Account number	
Name of Creditor	Address	Phone number	Monthly payment amount

Emergency Information

In case of emergency notify	address	phone	city	relationship
And/or	address	phone	city	relationship

References

Name	address	phone	length of acquaintance	occupation
Name	address	phone	length of acquaintance	occupation

Miscellaneous

I ___ am ___ am not a member of the Armed Forces (including the National Guard and Reserves)

Automobile: Make _____ Model _____ Year _____ License _____

Automobile: Make _____ Model _____ Year _____ License _____

Any other Motor Vehicle: _____

Have you ever filed for Bankruptcy? _____

Have you ever been evicted or asked to move? _____

Have you ever been convicted for selling, distributing or manufacturing illegal drugs? _____

Signature and Authorization

<p>By signing below, applicant represents that all the information contained in this application to apply for residency at Sequoia Apartments are true and correct and hereby authorizes verification of any of the information listed, including but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references upon request.</p> <p>Applicant further consents to allow Sequoia Apartments LLC to disclose tenancy information to previous or subsequent owners/managers.</p>	
Printed Full Name _____	Date _____
Signature _____	Social Security Number _____