

The Cooper Company
3501 Coffee Road, Suite 4
Modesto, CA 95355
Phone 209-575-0553 Fax 209-575-0588

RENTING POLICIES AND PROCEDURES

Read through all information before beginning the application.

There is a **NON-REFUNDABLE** \$25.00 application fee for each resident. The fee must be paid in the form of **CASH ONLY**. The fee will cover the handling of your application and the cost of your credit report. Every adult (age 18 and older) must personally fill out and sign an application if they are going to be a resident of the property. A photocopy of a valid government issued identification card is required for each applicant.

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY THE COOPER COMPANY. THESE ARE MINIMUM REQUIREMENTS AND EACH APPLICATION IS REVIEWED AS A WHOLE.

- A. **CREDIT REPORTING:** A credit report will be obtained for each applicant. Creditors must be paid on time. Bankruptcies within the last five (5) years will disqualify an application. Cosigners will not be accepted.
- B. **INCOME VERIFICATION:** All income must be lawful and verifiable. Acceptable forms of verification include, but are not limited to the following:
1. For employees: Request for Income Verification Form must be completed by the employer, faxed and signed by the employer and the most recent pay stubs must be attached.
 2. For self-employed: IRS 1040 (first two pages of the last two year's tax returns) and schedule C (profit and loss statement of the last two year's tax returns).
 3. Child Support: Copy of filed & stamped court order. Must show history of payment received for a minimum 12 month period
 4. Award letters, court documentation.
 5. Cash or letters from your employer are not verifiable income.
- C. **RENTAL REFERENCES:** Rental references are considered unverifiable if, after three working days, your landlord has not returned The Cooper Company's phone calls or Tenant Referral Form.

CREDIT	Good established credit history for at least 12 months. No evictions or bankruptcies.
INCOME	Gross income <u>must</u> be three (3) times the amount of one month's rent. No acceptations.
RENTAL REFERENCES	A combined 12 months of favorable and verifiable rental references must be provided.

1. **THE APPLICATION:** All areas on the application **MUST** be filled in, including past residences and employment, no exceptions. Where a question does not apply or you are unable to locate the information you need, please write "NONE" or "N/A", as applicable. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before yours.
2. **PROCESSING:** Applications are processed as quickly as possible. **Applications will not be pre-screened.** Once an application screening has been completed, you will be notified of the result via telephone or mail. An approved application **DOES NOT** guarantee you the unit. An approved application will only determine your eligibility to rent the unit you have applied for.
3. **VERIFICATION:** Should The Cooper Company be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may begin the application process after a period of six (6) months has passed.
4. **DECISION:** If your application is approved and your move-in date is determined, you will be required to pay the Security Deposit and any Pet Deposits at the signing of the lease. The 1st month's rent is due on or before move-in day. Pro-rated rent amounts will be determined at the signing of the lease. Should your application be denied, you will receive a notice in the mail stating why the application was denied and contact information regarding your credit report.
5. **PET DEPOSITS:** There is a separate pet deposit of \$500.00 for each pet, depending on the unit's pet allowance. The following breeds, whether purebred or crossbred are **PROHIBITED:** Pit-bull, Rottweiler and Doberman. Upon request, applicants must submit a pet application.
6. **LEASE AGREEMENT:** All tenants must sign a one year lease agreement. The lease agreement states that all rents are due on the first day of each month and delinquent after the fifth day of each month. In the event that the rent is not paid by the fifth day of the month, tenant agrees to pay a late charge of \$50.00 or other amount determined on the lease.
7. **DON'T LOSE THE HOME FOR WHICH YOU ARE APPLYING!** Homes are renting quickly in today's real estate market. We cannot approve your application if employers and landlords do not return calls, supporting documentation to verify income is not provided, if any information such as landlord and employer telephone numbers is missing or if co-applicants have not provided complete information.

I, _____ irrevocably authorize The Cooper Company to keep a copy
(Print your name here)

of the application and all documents submitted.

Signature _____ **Date** _____

(Your signature is your agreement to the above.)

RENTAL APPLICATION

***Please fill out clearly and legibly**

- Each adult (18 or older) must fill out a separate application
- There is a non-refundable fee of \$25 cash per adult to apply

FIRST	MIDDLE	LAST	BIRTH DATE	SOCIAL SECURITY #	DRIVER'S LICENSE #
ANY OTHER NAMES YOU'VE USED IN THE PAST			HOME PHONE		CELLULAR PHONE
ALL OTHER PROPOSED OCCUPANTS			AGE	RELATIONSHIP TO APPLICANT	

RENTAL/RESIDENCE HISTORY

	CURRENT RESIDENCE	PREVIOUS RESIDENCE	PRIOR RESIDENCE
STREET ADDRESS			
CITY			
STATE AND ZIP			
LAST RENT AMOUNT PAID			
OWNER/MANAGER AND PHONE NUMBER			
IS/WAS RENT PAID IN FULL?			
DID YOU GIVE NOTICE?			
WERE YOU ASKED TO MOVE?			
NAME IN WHICH YOUR UTILITIES ARE NOW BILLED?			
DATES OF RESIDENCY	FROM/TO	FROM/TO	FROM/TO

EMPLOYMENT HISTORY

	CURRENT EMPLOYMENT	PREVIOUS EMPLOYMENT	PRIOR EMPLOYMENT
EMPLOYED BY			
ADDRESS			
EMPLOYER'S PHONE NUMBER			
OCCUPATION			
NAME OF SUPERVISOR			
MONTHLY GROSS PAY			
DATES OF EMPLOYMENT			

REFERENCES & EMERGENCY CONTACTS

	1	2	3
Name			
Street Address			
City			
State and Zip			
Phone Number			

By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the residence for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

GENERAL INFORMATION

HAVE YOU EVER BEEN SERVED A LATE RENT NOTICE?	DO ANY OF THE PEOPLE WHO WOULD BE LIVING WITH YOU SMOKE?	HOW LONG DO YOU THINK YOU WOULD BE RENTING FROM US?
HAVE YOU EVER FILED BANKRUPTCY? IF SO, WHEN?	WHEN WOULD YOU BE ABLE TO MOVE IN?	HAVE YOU EVER BEEN CONVICTED OF A FELONY?
HAVE YOU EVER BEEN SERVED AN EVICTION NOTICE? IF SO, WHEN?	DO YOU HAVE ANY PETS? IF YES, HOW MANY?	LIST TYPE, BREED, AGE AND WEIGHT.
HAVE YOU HAD ANY REOCCURRING PROBLEMS WITH YOUR CURRENT DWELLING OR LANDLORD? IF YES, PLEASE EXPLAIN.		
WHY ARE YOU MOVING FROM YOUR CURRENT ADDRESS?		
LIST ANY VERIFIABLE SOURCES AND AMOUNTS OF INCOME YOU WISH TO HAVE CONSIDERED (OPTIONAL).		
IF YOU RUN INTO FINANCIAL DIFFICULTY IN THE FUTURE AND COULDN'T COME UP WITH THE MONEY TO PAY RENT, DO YOU KNOW SOMEONE THAT WOULD LOAN YOU MONEY? IF SO, PROVIDE THE PERSON'S NAME, ADDRESS AND PHONE NUMBER SO THAT WE CAN USE THEM AS A REFERENCE FOR YOU.		
WE MAY RUN A CREDIT CHECK AND A CRIMINAL BACKGROUND CHECK. IS THERE ANYTHING NEGATIVE WE WILL FIND THAT YOU WANT TO COMMENT ON?		
PROPERTY ADDRESS OF UNIT APPLYING FOR:		
MONTHLY RENT AND DEPOSIT FOR PROPERTY APPLYING FOR		
\$ _____ PER MONTH \$ _____ DEPOSIT		

Agreement and Authorization Signature

I believe the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. **I understand that any discrepancy or lack of information may result in the rejection of this application.** I understand that this is an application for a house/apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I do not get the house/apartment. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____

Date: _____

REQUEST FOR INCOME VERIFICATION

THE COOPER COMPANY

3501 Coffee Road, Suite #4

Modesto, CA 95355

Phone: 209-575-0553 Fax: 209-575-0588

TO EMPLOYER:

EMPLOYEE'S NAME: _____

PHONE: _____

EMPLOYER'S NAME: _____

FAX: _____

EMPLOYER'S ADDRESS: _____

The undersigned employee has applied for a rental unit at _____
Every income statement of a prospective tenant must be stringently verified. Please indicate below the employee's current annual income as received on a regular basis.

*I hereby grant permission to disclose my income to the Property Manager above that they may determine my income eligibility for rental of an apartment located in their project.

Employee Name (please print)

Social Security Number

Employee Signature

VERIFICATION OF INCOME

Rate of Pay Hourly \$ _____/hour

Hours per week: _____

Weekly \$ _____/week

Temporary

Length of Employment _____

Monthly \$ _____/month

Permanent

Start Date _____

Other: _____

Annual income at current rate \$ _____

*I hereby certify that the statements above are true and complete to the best of my knowledge.

Employer Signature

Print Name

Title

Employer (Company)

Date

Phone

Please **FAX** this form directly to the Property Manager at the Fax number given above.

THE COOPER COMPANY
REAL ESTATE MANAGEMENT
3501 COFFEE ROAD SUITE 4
MODESTO, CA. 95350
(209) 575-0553 FAX (209) 575-0588

TENANT REFERRAL FORM

DATE: _____

TO: _____ PHONE: _____ FAX: _____
(Landlord/property owner)

TENANT NAME(S): _____

CURRENT RENTAL ADDRESS: _____

MOVE IN DATE: _____

NUMBER OF 3 DAY NOTICES _____

CURRENT RENT AMOUNT: _____

TO PAY RENT OR QUIT: _____

30 DAY NOTICE ENDS: _____

TENANT EVICTED? _____

NUMBER OF TIMES LATE: _____

RE-RENT TO THIS TENANT? _____

NUMBER OF NSF CHECKS: _____

GENERAL COMMENTS: _____

DON'T FORGET TO SIGN BELOW!

APPLICANT

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PROPERTY REPRESENTATIVE

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

If you have any further questions, please call the Office at (209) 575-0553. Thank you!