



THE COOPER
COMPANY

thecooperco.com

Real Estate Management

tel: (209) 575-0553 fax: (209) 575-0588

RENTING POLICIES AND PROCEDURES

There is a **NON-REFUNDABLE** \$35.00 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. Provide a valid government issued identification card 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.

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.

- 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 be reviewed on application.* Guarantors will be reviewed and must make 5 times the rent.
- 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 (2) 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. **No evictions.**

CREDIT	Good established credit history for at least 12 months. No evictions. Bankruptcies will be reviewed.
INCOME	Gross income <i>must</i> be three (3) times the amount of one month's rent. No exceptions. Guarantors must be 5 times the rent.
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.* 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. The Cooper Company has occupancy standards of maximum 2 people per room plus 1.

2. **PROCESSING:** Applications are processed as quickly as possible, please allow up to 3 business days. **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:** A pet deposit of \$500.00 is required 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. A service animal is not considered a pet.

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. Subletting or renting out rooms in the rental property is prohibited.

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.)



(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1. Present address				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out						Current rent \$ /Month	
2. Previous address				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
3. Next previous address				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
Proposed Occupants: List all in addition to yourself		Name		Name			
		Name		Name			
		Name		Name			
Do you have pets?		Describe		Do you have a waterbed?		Describe	
How did you hear about this rental?							
A. Current Employer Name				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per 1 Week		1 Month		1 Year	
B. Prior Employer Name				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source				Amount \$		Frequency	
Other income source				Amount \$		Frequency	



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

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

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 the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$
3. Total fee charged \$

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ **Date**

_____ **Applicant (signature required)**





REQUEST FOR INCOME VERIFICATION

TO EMPLOYER:

EMPLOYEE'S NAME: _____

PHONE: _____

SUPERVISOR'S NAME: _____

FAX: _____

EMPLOYER'S ADDRESS: _____

EMAIL: _____

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
Weekly \$ _____/week
Monthly \$ _____/month
Other \$ _____

Hours per week: _____
 Temporary Length of Employment _____
 Permanent Start Date _____

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 send this form directly to the Property Manager at rental@thecooperco.com or to the fax number given above.



TENANT REFERRAL FORM

DATE: _____

TO: _____ PHONE: _____ EMAIL: _____
(Landlord/property owner or Property Manager)

TENANT NAME(S): _____

CURRENT RENTAL ADDRESS: _____

MOVE IN DATE: _____

NUMBER OF NSF CHECKS: _____

CURRENT RENT AMOUNT: _____

NUMBER OF 3 DAY NOTICES
TO PAY RENT OR QUIT: _____

30 DAY NOTICE ENDS: _____

TENANT EVICTED? _____

NUMBER OF TIMES LATE: _____

RE-RENT TO THIS TENANT? _____

ANY BALANCE DUE? _____

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!



PET APPLICATION

Lease agreement, page 2, section 7: "No animal, bird, fish or pet may be brought onto any part of the apartment or residence at any time and shall not be kept on or about the premises without Landlord's prior express written consent." There is a \$500.00 pet deposit per animal. **Upon approval**, the deposit must be paid **BEFORE** the animal is to enter the property.

TENANT INFORMATION

Applicant Name & Address: _____

Property Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

PET INFORMATION

1. Type of animal(s): ___Dog ___Cat ___Bird ___Fish (*Tank size: ___*) Other: _____

2. Breed(s): _____

3. Gender(s): Male Female

4. Age(s): _____

5. Current on shots: Yes No

6. Neutered/spayed: Yes No

COMMENTS: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPROVED

The Cooper Company will need the following:

- 1. Picture of pet(s)
- 2. **\$500 deposit (per animal)**
- 3. Date the animal will be on the property: _____

Signature: _____

DENIED

We are unable to allow your pet(s) to reside at the property due to the following:

Signature: _____