
MENLO POINTE APARTMENTS

120 Menlo Way - Office

Chico, CA 95926

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****Pre-Qualifying Materials Needed When Applications are Submitted****

We are excited that you have chosen Menlo Pointe as your next home! In order to complete your application in its entirety, the following items need to be turned in when you submit your application:

1. Copy of Driver's License and/or Identification Card
2. Proof of Income (The most recent paystubs, bank statements or Social Security Statement)
3. Credit Check fee in the amount of **\$30.00** per adult applicant. (Check or Money Order, **No Cash** Please)

If you wish to reserve a specific unit that has your desired availability date, please be prepared to leave a separate check or Money order for (at least half of) the deposit in the amount of ***\$500.00.**

Please contact the office at the number above if you have any questions.



Menlo Pointe Apartments

SELECTION CRITERIA

We want to thank you for considering Menlo Pointe Apartments as your next home. We are very proud of our community and believe you will be too. Our required standards for qualifying are listed below. You will be pleased to know that all residents/applicants have been screened with the same quality care. There is a non-refundable credit history/application fee in the amount of **\$ 30.00** per adult applicant. This form and each application must be filled in completely and signed in order to complete this process.

The objectives of this tenant criteria:

- Outline the areas used to determine eligibility to occupy housing owned or managed by ISM Management;
- set forth guidelines for applying the criteria in a nondiscriminatory way so as to comply with all applicable fair housing laws, and to ensure decisions affecting admission to and continued occupancy of residence in the community are made without regard to race, color, religion, sex, national origin, familial or handicap status and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.
- lawfully deny admission to anyone whose presence threatens the health, safety or welfare of persons or community property or that threatens to disrupt the peaceful enjoyment of the property by other members of the community;
- ensure the financial stability of the community and the owners;
- promote safe and sanitary housing.

An applicant may be rejected if they fail to meet any of the following criteria:

1. Gross Income must be at least 2 1/2 times the monthly rent.
2. Negative rental history or mortgage history.
3. Lack of verifiable employment history with current employer.
4. Negative Credit history.
5. Evictions from prior housing.
6. Occupancy guidelines- 2 persons per bedroom plus 1.
7. Negative criminal history. Criminal convictions or arrests that result in an adjudication against the applicant other than a finding of not guilty that involve: fire, firearms, illegal drugs, theft, destruction of property, sex offense, violence to another person, any crime involving a minor, or any criminal offense that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
8. Misrepresentation on the applicant's applications, including failure to disclose previous rental evictions or complete criminal history.
9. Lack of Renter's Insurance at move-in.
10. Residents shall pay all utility charges.

We look forward to serving you!

Applicant's Signature _____

Date _____

Date _____



RENTAL APPLICATION

FOR OFFICE USE ONLY			
COMMUNITY Menlo Pointe Apartments	APP FEE \$ \$30.00	MONTHLY RENT \$ \$885.00 or \$910.00	APPLICATION TAKEN BY
APT. NUMBER	APT. TYPE 2 Bedroom 1 Bathroom	CONCESSION (IF ANY) \$500.00 Sec Dep	LENGTH OF LEASE TERM 1 yr lease
APPLICANT			DATE OF BIRTH
SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER	STATE
E-MAIL ADDRESS:		PHONE:	MOBILE
CURRENT ADDRESS	STREET NAME	CITY, STATE, ZIP	LENGTH OF RESIDENCY (DATE RANGE) RENT/MORT. \$
CURRENT LANDLORD/ ADDRESS	PHONE NUMBER		
PREVIOUS ADDRESS	STREET	CITY, STATE, ZIP	PHONE:
RENT/MORTGAGE			
REFERRED TO US BY	PETS/ OWNED TYPE LBS	TOTAL NUMBER OF PERSONS TO OCCUPY APARTMENT	DATE APT. NEEDED
DO YOU OR ANY HOUSEHOLD MEMBER REQUIRE SPECIAL HOUSING NEEDS? YES NO			
IF YES, EXPLAIN			
SPOUSE			
NAME	E-MAIL ADDRESS	DATE OF BIRTH	
SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER	STATE
PERSONS OTHER THAN APPLICANTS TO OCCUPY APARTMENT			
NAME		RELATIONSHIP/DATE OF BIRTH/E-MAIL ADDRESS	
EMPLOYMENT INFORMATION			
APPLICANT		SPOUSE	
EMPLOYER	POSITION	EMPLOYER	POSITION
ADDRESS		ADDRESS	
PHONE NO.		PHONE NO.	
MONTHLY INCOME	PERIOD OF EMPLOYMENT	SUPERVISOR	MONTHLY INCOME
OTHER SOURCES OF INCOME		CURRENT ANNUAL INCOME	
PREVIOUS EMPLOYER	POSITION	PREVIOUS EMPLOYER	POSITION
ADDRESS		ADDRESS	
PHONE NO. ()		PHONE NO. ()	
PERIOD OF EMPLOYMENT	SUPERVISOR	PERIOD OF EMPLOYMENT	SUPERVISOR

RENTAL APPLICATION

	<u>SAVINGS ACCOUNT(S)</u>	ACCOUNT NUMBER	
BANK REFERENCE	<u>CHECKING ACCOUNT(S)</u>	ACCOUNT NUMBER	
AUTO LOANS	<u>FINANCED WITH</u>	ACCOUNT NUMBER	
	<u>FINANCED WITH</u>	ACCOUNT NUMBER	
CHARGE ACCOUNTS	<u>NAME</u>	ACCOUNT NUMBER	
	<u>NAME</u>	ACCOUNT NUMBER	
AUTOS OWNED	<u>MAKE & YEAR</u>	LICENSE NUMBER	
	<u>MAKE & YEAR</u>	LICENSE NUMBER	
EMERGENCY CONTACT (1)	RELATIONSHIP	COMPLETE ADDRESS	PHONE NO.
EMERGENCY CONTACT (2)	RELATIONSHIP	COMPLETE ADDRESS	PHONE NO.
ADDITIONAL INFORMATION (CIRCLE YES OR NO)			
1. HAVE YOU EVER HAD ANY CREDIT PROBLEMS?		YES / NO	
2. HAVE YOU EVER HAD AN UNLAWFUL DETAINER FILED AGAINST YOU?		YES / NO	
3. HAVE YOU EVER BEEN EVICTED FOR NON PAYMENT OF RENT OR ANY OTHER REASON?		YES / NO	
4. HAVE YOU EVER FILED BANKRUPTCY?		YES / NO	
5. HAVE YOU EVER BEEN CONVICTED OF A FELONY?		YES / NO	
6. WILL YOU BE USING WATER FILLED FURNITURE IN YOUR RESIDENCE?		YES / NO	
<small>The undersigned represents that the above statements are true and complete and authorizes verification of information and references given. It is understood that the amount received \$ 300 (the "Holding Deposit") will be returned in accordance with state law if applicant is not accepted as a resident. If accepted and subsequently the resident does not move in on the starting date (above), the amount received is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident as compensation for holding the apartment off the market. ISM Management may verify all the information provided by me for eligibility purposes and release from liability all persons or entities supplying or collecting such information.</small>			
APPLICANTS SIGNATURE	DATE	SPOUSE'S SIGNATURE	DATE



EQUAL HOUSING OPPORTUNITY

