



## **QUALIFYING CRITERIA, GUIDELINES, & RENTAL APPLICATION**

Thank you for your interest in applying for a residence professionally managed by Savvy Property Management ("Savvy Properties"). Savvy Properties is committed to offering you a quality living environment and provides equal housing opportunity for all. We abide by fair housing laws and do not discriminate on the basis of race, color, religion, sex, handicap/disability, national origin, familial status, ancestry, age, marital status, source of income, sexual orientation or other factors that are unrelated to an applicant's ability to comply with the rental agreement and community policies. The following qualification standards will be required from every Savvy Properties applicant. Rental applications will be processed on a first come first serve basis for all prospective applicants. As part of your application, a credit report will be obtained, your income will be verified, and your rental history will be evaluated. Please note: no other credit reports will be accepted. Savvy Properties reserves the right to require a guarantor or deny occupancy.

### **APPLICATION**

- Each occupant 18 years of age and older must complete an application; all applications must be signed and legible
- All applicants must present current/valid government-issued photo identification
- Be sure to complete all areas of the application that apply to you
- A \$35 non-refundable application fee will be assessed for all applicants
- Application fees may be paid by cash (exact amount only), money order, personal check, cashier's check or via ACH; all checks should be made out to "Savvy Properties"
- If paying the application fee online (via [www.savvyproperties.com](http://www.savvyproperties.com)), a \$10 surcharge will apply, in addition to the \$35 application fee (\$45 application fee for payments made online)
- International applicants must present income verification forms/entry visa forms (I-20, H-1, etc.) and a passport (no social security numbers and/or guarantors will be required)

### **INCOME**

- Gross monthly income of combined applicants must be at least 3 times the monthly rent of the unit
- All proof of income must be legal and verifiable. Acceptable documents include:
  - Two current pay stubs showing tax deductions and year-to-date earnings
  - New employment – official offer letter on company letter head, signed by all parties
  - Scholarship or grant documentation
  - Self-employed – most recent year signed tax return
  - Statements from government payments i.e. disability or social security
  - Court orders for child or spousal support
  - Statements of income from investments or trust funds
  - Savings/Checking Account statements

### **CREDIT HISTORY**

- A consumer credit report will be acquired through TransUnion credit reporting agency
- Applicants with a credit score of 700 or above will be approved upon satisfactory proof of income and rental history
- Applicants with a Credit Score of 600-699, will be required to obtain an eligible guarantor for approval

### **RENTAL HISTORY**

- Applicant's history will be reviewed for late payments, write-offs, collections, bankruptcies, judgements, and eviction records
- Evictions, judgements, or debt to property management will result in an automatic denial

### **GUARANTORS**

- Applicants will be required to obtain a guarantor if the income ratio or credit history does not qualify
- Guarantors must have a credit score of no less than 700
- Guarantors must sign the Guarantee of Rental Lease Agreement form and Guarantor's Consent for Credit Check form prior to applicant approval
- Guarantors must provide proof of income of 3 times the monthly rent, or three consecutive savings statements of 3 times the annual rent
- Guarantors must present current/valid government-issued photo identification

2333 Channing Way, Suite 34  
Berkeley, CA 94704

□ Tel: (510) 845-7997 □ Fax: (510) 666-8348 □ [leasing@savvyproperties.com](mailto:leasing@savvyproperties.com) □



**DECLINED APPLICATIONS** (If any of the following apply, the application will be declined):

- Insufficient verifiable income or salary
- Falsification of information on the application
- Evictions, judgements, or debt to property management

**HOLDING DEPOSIT REQUIREMENTS**

- Savvy Properties will hold the unit for the applicant(s) for a maximum of the two (2) business days from the day the holding deposit is received, pending completion of application process and execution of lease
- Upon request by the applicant, holding deposit will be credited to security deposit or first month's rent if the applicant is accepted and lease is executed
- Holding deposit will be refunded if the applicant is denied or if the application is cancelled by the applicant

**LEASE TERM**

- Our standard lease term is 1 year and renewed upon completion
- If the unit is being leased as a result of lease breaking by the outgoing tenant(s), the lease will expire on the original expiration date and may be renewed for a full year upon completion
- Once approved, applicants will be notified via email and asked to sign a lease in person or online
- Unless we authorize otherwise in writing, you and all co-applicants must sign the lease contract within 1 business day after we provide you with our approval in person, by telephone or by email
- If the lease is not signed by all applicants within 1 business day, it may be cancelled and/or other applicants may be given an opportunity to sign a lease

**MOVE-IN FUNDS**

- First month's rent and security deposit are required to be paid prior to move in (ideally, during lease signing)
- The security deposit is two times the monthly rent
- We strongly recommend that the security deposit be divided equally among all housemates
- All move-in funds must be paid with money orders, cashier's checks, ACHs, or personal checks
- The initial move in funds should be divided up into two payments – (1) 1<sup>st</sup> month's rent and (2) security deposit
- If the move in date is after the first of the month, one full month's rent is due at the time of move in; the prorated rental amount is due on the first of the following month

**RENT PAYMENTS**

- After the execution of the rental agreement and initial move in funds, rent payments should be made with a cashier's check, personal check, money order, via [www.rentpayment.com](http://www.rentpayment.com) or ACH, and should be submitted to your resident manager, the leasing office, or the rent box
- All rent should be paid in full in one payment (one check, one money order, etc.)
- All rent is due and payable in advance on the 1<sup>st</sup> day of each and every month
- If all rent is not received within (5) calendar days of the due date a late fee will be charged

**RETRIEVING KEYS**

- Once the total move in funds have cleared the bank, we will be able to issue keys
- Keys should be retrieved at the leasing office, during office hours (Monday through Friday from 10am to 6pm)
- If you are unable to retrieve keys at the leasing office, during our office hours, please simply contact our office to make alternative arrangements

**GROUP TENANCIES**

- For group tenancies, we strongly suggest that a "group leader" is elected
- The group leader should gather the rent payments from each housemate/roommate and make the final rent payment to Savvy Properties each month, make the final utilities payment, and be the spokesperson to interface with Savvy Properties whenever necessary

**INHERITING FURNITURE FROM THE OUTGOING TENANTS**

- If you wish to inherit furniture from the outgoing tenants, please let us know and we will forward your contact information along to them
- All items to be inherited should be documented, and a brief agreement should be signed by both parties
- Please be advised that any and all items inherited from the outgoing tenants will become your responsibility/liability, including at the time you vacate

**When signing this application, you are also acknowledging receipt of the Qualifying Criteria & Guidelines.**

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All sections must be completed. Individual applications are required from each occupant 18 years of age or older.

Last Name:		First Name:		Home Phone	Cell/Other Phone(s)
Driver's License #:	State:	Social Security #:	Email Address		
Present Address:			City:	State:	Zip:
Move-In Date:	Move-Out Date:	Owner/Manager Name:		Owner/Manager Phone #	
Reason For Moving:					
Previous Address:			City:	State:	Zip:
Move-In Date:	Move-Out Date:	Owner/Manager Name:		Owner/Manager Phone #	
Reason for Moving:					
Next Previous Address:			City:	State:	Zip:
Move-In Date:	Move-Out Date:	Owner/Manager Name:		Owner/Manager Phone #	
Reason for Moving:					

Proposed Occupants (in addition to yourself)	Name	Name
	Name	Name

Present Occupation or source of income	Employer Name:
How long with this employer?	Supervisor's Phone #
Name of your supervisor:	Employer Address:
	City, State, Zip

Prior Employer or source of income	Employer Name:
How long with this employer?	Supervisor's Phone #
Name of your supervisor:	Employer Address:
	City, State, Zip



Monthly Salary Income: \$ _____	Other Income: \$ _____	Total Annual Income: \$ _____
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Name of your bank:	Branch or Address:	Bank Account Numbers
		Checking: _____
		Savings: _____

In case of emergency, notify the following:	Address:	Phone #:	Relationship:
1.	_____	_____	_____
2.	_____	_____	_____

Personal References:	Address:	Phone #:	Occupation of Reference
1.	_____	_____	_____
2.	_____	_____	_____

Automobile Make: _____	Model: _____	Year: _____	License #: _____
Other motor Vehicles: _____			

MISC. INFORMATION	YES	NO	If YES, please describe
Do you smoke?	_____	_____	_____
Do/will you have pets?	_____	_____	_____
Do/will you have liquid filled furniture?	_____	_____	_____
Have you ever been evicted or asked to move?	_____	_____	_____
Have you ever been arrested?	_____	_____	_____
Have you ever filed for bankruptcy?	_____	_____	_____
Do you have private debts / alimony / child support?	_____	_____	_____
Have you ever been involved in a law suit?	_____	_____	_____
Do you intend to stay longer than one year?	_____	_____	_____
Any special requests or concerns?	_____	_____	_____
Are you a full-time student?	_____	_____	_____

**Full-time student applicants must provide a completed Guarantor's Credit Checking Consent Form. See attached.**

<p>Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.</p> <p>The undersigned makes application to rent housing accommodations designated as:</p> <p>Apt. No _____ Located at: _____</p> <p>The rent for which is \$ _____ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits, before occupancy.</p> <p>Date _____ Applicant (signature required) _____</p>
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**EQUAL HOUSING OPPORTUNITY**

**We support the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.**

**Pursuant to California law you have tenant screening fee rights, including the right to a copy of your consumer credit report if one is obtained with your screening fee, a refund of any unused portion of the fee and a receipt of the costs of the screening. The maximum screening fee charge is \$47.72.**





## GUARANTEE OF RENTAL LEASE AGREEMENT

In consideration of the execution of the Rental Lease Agreement dated \_\_\_\_\_, 201 \_\_\_\_ ("RLA") by and between Savvy Properties, L.P. ("Owner") and

\_\_\_\_\_ ("Tenant") for the premises located at  
(Please print your name clearly)

Unit # \_\_\_\_\_, \_\_\_\_\_, CA, and for valuable consideration, receipt of which is hereby acknowledged, I (the undersigned, herein referred to as Guarantor) do hereby guarantee unconditionally to the Owner, Owner's agent, and/or including Owner's successor and assigns, the prompt payment by Tenant of the rent or any other sums which become due pursuant to the RLA, a copy of which is attached hereto, including any and all court costs or attorneys' fees incurred in enforcing the RLA.

1. In the event of the breach of any terms of the RLA by Tenant, Guarantor shall be liable for any damages, financial or physical, caused by Tenant, including any legal fees incurred in enforcing the RLA.
2. This Guarantee may be immediately enforced by the Owner or Owners' designated representative upon any default by Tenant and an action against Guarantor may be brought at any time without first seeking recourse against Tenant.
3. The insolvency of Tenant or nonpayment of any sums due from Tenant may be deemed a default giving rise to action by Owner against Guarantor.
4. If any legal action or other proceedings is brought by any party to enforce any part of this Guarantee, the prevailing party shall be entitled to reasonable attorney fees and costs incurred.
5. This Guarantee does not confer a right to possession of the premises by Guarantor, and Owner is not required to serve Guarantor with any notices to terminate or to perform covenants, including any demand for payment of rent, prior to Owner proceeding against Guarantor for Guarantor's obligations under this Guarantee.
6. Unless released in writing by Owner, Guarantor shall remain obligated by the terms of this Guarantee for the entire period of the tenancy as provided by the RLA and for any extensions granted pursuant thereto.

**Guarantor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Guarantor's Name (please print clearly): \_\_\_\_\_

Guarantor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_

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## GUARANTOR'S CONSENT FOR CREDIT CHECK

I, \_\_\_\_\_, am the parent / legal guardian/ responsible party **(circle one)**  
for \_\_\_\_\_ ("Applicant") who is applying to rent housing at the following address:

\_\_\_\_\_  
Unit Number, Street Address City, State Zip

I provide financial support for the above named Applicant, and I am providing the following personal information for the purposes of verification and credit checking:

Full Name \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Driver's License # \_\_\_\_\_  
Permanent Home Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Home Telephone# \_\_\_\_\_  
Work Telephone# \_\_\_\_\_  
Email Address \_\_\_\_\_

I hereby confirm that the above information is true and correct, and I authorize you to verify of the above items including, but not limited to, the obtaining of a credit report and I agree to furnish additional credit references upon request.

I agree that if this applicant is awarded housing I will sign and abide by the terms set forth in the "Guarantee of Rental Agreement" form to be furnished to me by Savvy Properties, L.P.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## AUTHORIZATION AGREEMENT FOR AUTOMATIC TRANSACTION (ACH)

Savvy Properties is pleased to offer Automatic Clearing House (ACH) Rental Payments as a FREE service for our residents. With this service, you can have automatic rent payments withdrawn from your checking and/or saving account. All transactions are in US Dollars. There is no additional charge for this service. You can also use this form for a **ONE TIME ONLY** payment.

I/We, the tenant(s) of \_\_\_\_\_ Apt.# \_\_\_\_\_, hereby authorize Savvy Properties to initiate debit entries to my/our account at the financial institution named below.

FINANCIAL INSTIUTION (BANK) \_\_\_\_\_

CITY \_\_\_\_\_

FINANCIAL INSTITUTION ABA # (Routing Number) \_\_\_\_\_

CHECKING ACCOUNT # \_\_\_\_\_ OR SAVING # \_\_\_\_\_

NAME (S) ON THE ACCOUNT \_\_\_\_\_

PHONE # \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PLEASE CHECK ONLY ONE OF THE FOLLOWING BOXES:

BEGINNING MONTHLY ON \_\_\_\_\_ AND CONTINUING UNTIL FURTHER NOTICE, OR

ONE TIME PAYMENT ONLY.

THE AMOUNT OF \$ \_\_\_\_\_ IS TO BE PAID AS DIRECTED ABOVE.

By signing this form, I/we authorize Savvy Properties to debit my/our account(s). A monthly debit will continue on this account until you notify us in writing with 10 days advance notice to switch to another account or terminate, OR you can check the box beside ONE TIME PAYMENT ONLY.

I/We understand that any rent due to Savvy Properties will become immediately payable if at any time my/our payment is declined and that service may be discontinued if any of my/our account(s) is turned over for collection. Late fee and returned check charges may be charged if payment is not received in timely manner according to our lease agreement.

By signing this form, I/we authorize Savvy Properties to debit my/our account(s).

PLEASE ATTACH A VOIDED CHECK VERIFYING THE FINANCIAL INSTITUTION BANK ROUTING NUMBER AND ACCOUNT NUMBER.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This authorization is to remain in full force and effect until Savvy Properties has received written notification from me/us of its termination or a superseding authorization agreement, in such time and manner as to afford Savvy Properties a reasonable opportunity to act upon it.

Please fax this completed form to 510-666-8348, email it to [leasing@savvyproperties.com](mailto:leasing@savvyproperties.com), or submit it to 2333 Channing Way, Suite #34, Berkeley, CA 94704.

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