

AOA's Applicant Screening Checklist

Applicant Name: _____

Unit: _____ **Rent Amount:** _____ **Move-in Date:** _____

APPLICATIONS		DATE COMPLETED, NOTES, COMMENTS
(√)	Date application received _____	
	Application filled out in full?	
	Application signed?	
	Applicant's photo taken for file?	
	Screening fee paid?	
	Receipt for screening fee given to applicant	
DOCUMENTS		
	Clear Copy of Driver's license	
	Check Stubs Submitted	
	Viewed/Verified Social Security Card	
	Other: _____	
BACKGROUND CHECKS		
	Obtained AOA credit check	
	Obtained AOA eviction report	
	Obtained AOA criminal report	
	Obtained AOA's 5-Star Tenant Screening	
VERIFYING THE APPLICATION		
EMPLOYMENT VERIFICATION		
	Person Contacted/Title:	
	Telephone #:	
	Salary:	
	Length of Employment:	
RENTAL HISTORY VERIFICATION		
	Person Contacted/Title:	
	Paid Rent on Time?	
	Length of Residency:	
	Late Pays?	
	NSFs?	
	Amount of Rent Paid:	
	Rent to again?	
	Problems/Comments	
SPOKE WITH REFERENCES		
CHECKED BANKING INFORMATION		
OTHER		
	Tenant has Renter's Insurance?	
	Pet(s): Type, Age, Breed, Color/Markings, Weight	
	Veterinary documents required?	
	Additional Deposit: \$ _____	
RESULTS		
	Approved	Move-in Date: _____
	Approved with Conditions	Additional Deposit: \$ _____
	Denied	Rejection Letter Sent: _____

***Attach all supporting documents to this checklist**



QUALIFICATION CRITERIA FOR RENTING

Please review our qualification criteria below for _____.
If you feel you meet the criteria, please apply, because we would be happy to rent to you.

WE FOLLOW ALL FEDERAL & STATE HOUSING LAWS AND DO NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR HANDICAP.

OCCUPANCY STANDARD – The maximum occupancy standards are listed below:
Studio = 2 people; One Bedroom = 3 people; Two Bedroom = 5 people; Three Bedroom = 7 people; etc

AGE REQUIREMENTS – All occupants 18 years old or older must be listed as a lessee and must submit a fully completed application. **ALL LINES MUST BE FILLED IN.** If a line is inapplicable to you, you must place an “N/A” on the line. Inaccurate, false, or materially misleading information will disqualify applicant as a prospective renter.

IDENTIFICATION REQUIREMENTS – All applicants must provide photo identification and Social Security card. Acceptable photo identifications include, but not limited to: state issued identification card or driver’s license; passport, any other government issued photo identification. (*Note: Military cards are not accepted*)

INCOME REQUIREMENTS – Combined gross monthly income of all lease holders must be at least _____ times the monthly rent. Proof of income must be submitted with application to be considered. Acceptable proofs of income include:

- Two most recent paycheck stubs with YTD total
- Previous year’s tax return, W-2, or 1099
- **Fill out and sign the top portion of the Authorization and Verification of Employment (pg 2 of AOA Form 100S), if employed**
- Proof of child and/or spousal support payments
- Proof of social security income, disability or other government income
- Proof of retirement or trust fund account
- Current employment offer letter (for new employment)
- Provide proof of liquid assets that show at least _____ times the apartment rent
 - Self-employed can provide most recent personal tax return and three months personal bank statements (must be from the same account) to show sufficient income of at least 3 times the amount of rent.
 - Jobs that are based off of tips, bonuses or commissions will be considered self-employed.

CREDIT REQUIREMENTS – applicant(s) must have a verifiable credit history and report that demonstrates a willingness to pay financial obligations in a timely fashion.

- Applicant must have a FICO score of at least _____
- Applicant should have no more than _____ negative/derogatory accounts
- Bankruptcies must be discharged and at least _____ years old

RESIDENCY REQUIREMENTS – Applicants named in evictions will be automatically DENIED.

- _____ years of verifiable and favorable rental history from unbiased sources – relatives, in-laws, and/or employers are not considered unbiased sources
- Monies owed to previous landlords will automatically be denied, unless debt is verifiably satisfied
- Fill out and sign the top portion of the Rental History Verification (pg 2 of AOA Form 100S)**



QUALIFICATION CRITERIA FOR RENTING

CRIMINAL HISTORY – We do not automatically deny applicants based on criminal history. However, criminal history may, at the discretion of the Landlord, be considered and may be used to determine whether applicant will be accepted or denied residency based on: 1) the nature of the offense and/or charge; 2) whether the final disposition resulted in a guilty verdict or plea; and, 3) the amount of elapsed time from the date of final disposition (e.g. applicant was released from prison, probation, or parole).

We limit consideration to convictions, the dates of final disposition of which predate the report by no more than seven years. Note that any conviction for a crime or crimes against property and/or people which could result in jail time of one year or more, (notwithstanding the fact that the conviction may have been negotiated and/or plea bargained down to a misdemeanor and/or less than one year in jail) may result in denial.

APPLICATION FEE – A \$_____ application fee in _____ for the purpose of running tenant screening is required for EACH application.

SECURITY DEPOSIT REQUIREMENTS – All rent, deposits and fees required for move-in must be paid in full prior to move-in via _____. Total due by move-in:

- First month's rent of \$ _____
- Security deposit of \$ _____
- TOTAL of \$ _____ via _____ is due by move-in date of _____

RENTERS INSURANCE (if required) – Prior to move-in, you must provide the Declaration Page showing:

- Minimum of \$100,000 liability coverage
- Policy equal to or greater than the term of the lease
- The property and address added as additional insured (to notify landlord, in case policy is terminated)

UTILITIES – The responsible parties for each utility is checked off below:

	Resident	Landlord	Utility Company
Electricity			
Gas			
Water			
Sewer			
Trash			

SMOKE FREE POLICY (optional) – If you rent a house, you must smoke outdoors. If you rent an apartment or condo, there is no smoking on the property - the entire property is smoke-free, regardless of the product being smoked; including cigarettes, marijuana, and/or vape.

DENOTES ITEMS NEEDED TO PROCESS YOUR APPLICATION – Please bring with your application to process in a timely manner. We will accept the first qualified applicant(s).

If you have any questions, you may contact _____ at _____.



APPLICATION TO RENT OR LEASE

APPLICANT Each Applicant over the age of 18 must complete their own application form

PLEASE PRINT

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License #
Other Names Used In the Last 10 Years	Home Phone	Cell Phone	Email Address

ADDITIONAL OCCUPANTS List everyone who will live with you:

First, Middle, Last Name	Date of Birth	Relationship To Applicant

EMPLOYMENT

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From: To:	From: To:
Income Per Month	\$	\$

RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone number			
Reason For Leaving			
Last Rent Paid	\$	\$	\$

VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

PERSONAL REFERENCES

In Case Of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			



CREDIT INFORMATION *Please list all your financial obligations*

Name of Bank or Savings & Loan		Branch or Address		Account No.		Balance	
				Checking		\$	
				Savings		\$	
Credit Accounts	Account No.	Address/City		Phone	Balance	Due Monthly	

GENERAL INFORMATION *Check answer that applies*

- Do you smoke? YES NO
- Do you have any pets/animals? YES NO
- Have you ever filed for bankruptcy? YES NO
- Do you have any musical instruments? YES NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment? YES NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? YES NO
- Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason? YES NO

Please explain any "yes" answers to the above questions:

Why are you leaving your current residence? _____

The applicant hereby applies to rent/lease Apartment # _____ at _____ for \$ _____ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$ _____ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Applicant: _____ Date: _____
(Signature required)



RENTAL HISTORY VERIFICATION

I (We), _____, hereby grant you permission to disclose my rental history to _____, in order that they may determine my eligibility for rental of a home.

Tenant's Signature Date

Tenant's Signature Date

Name of Previous Landlord/Community: _____

Contact: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

TO BE FILLED OUT BY PREVIOUS LANDLORD:

Length of Residency? _____ Move-in: _____ Move-out: _____

Monthly Rental Amount: _____ # of Late Payments: _____

of Returned Checks/NSF Checks: _____ # of 3 Day Notices to Pay Rent: _____

Any Other Notices or Violation Letters? _____

Any Documented Complaints? _____

Tenant Gave Proper 30 Day Notice to Vacate: please circle one **YES** or **NO**

Would You Rent to This/These Tenant(s) Again? please circle one **YES** or **NO**

Name of Agent Doing Verification: _____

Title: _____ Date: _____

If you have any questions, please feel free to contact us at: _____.

Please return a copy of this verification to:

Mail: _____

Fax: _____

Email: _____

Thank you so much for your time and your prompt response!



AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer: _____ Fax/Email To: _____

I, _____, hereby grant you permission to disclose my employment history to _____, in order that they may determine my income eligibility for rental of a home.

Prospective Tenant's Signature

Date

The above referenced employee has applied to rent a home at _____.

TO BE FILLED OUT BY EMPLOYER:

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income: _____

Overtime: _____

Bonus: _____

Commission: _____

Other: _____

Total: _____

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

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

If you have any questions, please feel free to contact us at: _____.

Please return a copy of this verification to:

Mail: _____

Fax: _____

Email: _____

Thank you so much for your time and your prompt response!



RECEIPT OF APPLICATION SCREENING FEE

This will acknowledge receipt of the sum of \$_____ by

Owner/Agent: _____ from

Applicant(s): _____

for the purpose of a rental application screening fee for the rental property located at

Address: _____ Unit _____

City _____, CA Zip _____

Per California Civil Code Section 1950.6, below is an itemization of how the above screening fee is applied:

Cost of obtaining Applicant(s) credit/eviction reports: \$_____

Administrative costs of obtaining reports and reference
and background checks: \$_____

Total Screening Fee: \$_____

Applicant _____ Date: _____

Applicant: _____ Date: _____

Owner/Agent _____ Date: _____



DEPOSIT RECEIPT AND OFFER TO RENT OR LEASE

The undersigned, herein called "Applicant", offers to rent/lease Apartment No. _____
at _____, located in the
city of _____ on the terms and conditions set forth in the
attached Rental Agreement/Lease. A deposit of \$_____ is hereby received by OWNER/MANAGER.

Rent shall be \$_____ per month plus a security deposit of \$_____ for a total payment of
\$_____.

Tenancy shall begin on the _____ day of _____, 20____ subject to the current resident
vacating and OWNER/MANAGER'S final approval of Applicant. This offer shall be considered rejected unless
OWNER/MANAGER accepts this offer within 3 business days by depositing a written notice in the mail or by
giving verbal approval in person or by phone.

Upon approval, Applicant agrees to accept the subject apartment by signing the attached Rental
Agreement/Lease and paying all rent and security deposits required by Cashier's Check or Money Order. Said
amount shall be paid on or before _____, 20_____.

If, after notification of acceptance, Applicant fails to comply with this agreement, OWNER/MANAGER may
deduct as damages \$_____ per day, not to exceed 30 days for each day the subject apartment is vacant,
from the date Applicant's tenancy was to begin to such time as another Renter commences renting the subject
apartment. The balance due Applicant shall be refunded with a written explanation of owner's damages within
10 days after the subject apartment is rented.

The full amount of this deposit, less the above authorized charges, shall be refunded if: 1) the
OWNER/MANAGER does not accept this offer within 3 business days, 2) the apartment is not available on the
agreed date or 3) the full deposit will be applied towards the security deposit if applicant accepts the apartment
by executing a Rental Agreement or Lease.

Additions and/or exceptions: _____

Applicant and OWNER/MANAGER acknowledge receipt of a copy and acceptance of the terms of this "Offer to
Rent or Lease".

Date: _____ OWNER/MANAGER: _____

Applicant: _____

Applicant: _____



AOA GUEST CARD

Date of Initial Contact: _____ Lead Type: CALL EMAIL WALK-IN Agent: _____

Appointment Set: Date _____ Time: _____ Gave Directions: YES/NO 2nd Appointment Set: Date: _____ Time: _____

Future Resident's Name: _____ Unit Type: _____ Price Range: _____

How many people is it for? _____ Move-in Date: _____ How did you hear about us? _____

Cell: _____ Work/Home: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Pets: NONE Dog (#): _____ CAT (#): _____ OTHER: _____ Description(s): _____

Why are you looking to move? _____

Where else have you looked? _____

What haven't you found yet? _____

Anything in particular you are looking for? (view, level, brightness, etc): _____

Apartments shown:	Apt #	Unit Type	Price Quoted	Other Fees Quoted	Specials Quoted
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Follow Up! Reminder: Call within 24 hours; Email and Send Thank You Card within 72 hours

Follow Up: Date: _____ EMAIL PHONE MAIL By: _____

Notes: _____

Follow Up: Date: _____ EMAIL PHONE MAIL By: _____

Notes: _____

Follow Up: Date: _____ EMAIL PHONE MAIL By: _____

Notes: _____

Follow Up: Date: _____ EMAIL PHONE MAIL By: _____

Notes: _____

Unit Rented: _____ **Price:** _____ **Move-in Date:** _____ **If not, where/why?** _____

