

QUALITY PROPERTY MANAGEMENT
Willow Run Apartments - (916) 486-0761

Tenant Qualifications

We are pleased that you are considering Willow Run Apartments as your home. To become a Resident of Willow Run Apartments you must qualify under the following guidelines:

1. **The gross (before tax) combined household income must be 2.5 x rent per month.** Third party verification of income is required and must be legal and verifiable. This may include but is not limited to pay check stubs. If you are Self-employed please provide your most recent income tax return and the 3 most recent months of bank statements.
 - Student aid must be itemized for room and board
 - Personal checks from employers will not be considered
 - Unverifiable income will not be considered
 - Child support / alimony will be considered if court ordered
 - Co-signers are not allowed unless you are a student or Senior (over 65)
 - Income for Co-signers must be 6x current market rent
 - Housing Assistance participants must have verifiable income of 3x of the rent not covered by your voucher
2. **You must have at least 2 years of current, positive rental history.** The rental history must be verifiable with your current and former landlord. Living with family does not constitute rental history.
 - 1st time renters are eligible, but will require a higher deposit
 - Positive rental history includes paying the same or similar rent as you are applying for
3. We will obtain a copy of your **credit and background reports** through an outside agency. There will be a \$35 application fee per applicant. Any eviction or default to a Utility Company will be automatic grounds for denial.
 - a. If there are collection accounts, this may be grounds for denial. (unless student loans and/or medical)
4. Minimum credit score of 620 is required.
5. Any collections to a prior Landlord will be automatic grounds for denial.
6. Evictions or notices to vacate for cause will be automatic grounds for denial.
7. Bankruptcies filed within the last 3 years will result in denial of the application.
8. All information must be complete and accurate. Applications that are incomplete, falsified or unverifiable will be denied. This includes failure to provide requested information or documentation in a reasonable time frame.
9. Our occupancy rule is 2 per bedroom + 1. Example: For a 2 bedroom unit no more than 5 people.
10. Must pay full security deposit to “reserve” a unit upon approval.

An application must be completed for all applicants that are 18 years or older. Two pieces of I.D. must be shown at the time of application. We require at least one photo I.D. (a driver’s license, passport, employee I.D. or other government issued photo identification card) and a social security card, if available.

Applications are processed in the order received. We will make every effort to complete the approval process within 3 business days. If we are unable to complete the approval process due to unverifiable information or unresponsive references, we will be forced to drop the application and move forward with the next applicant.



QUALITY PROPERTY MANAGEMENT (QPM)

APPLICATION TO RENT

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

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NUMBER
OTHER NAMES USED IN THE LAST 10 YEARS		EMAIL ADDRESS	WORK PHONE NUMBER ()
DATE OF BIRTH	DRIVER'S LICENSE NO.	EXPIRATION	STATE HOME PHONE NUMBER ()

**Please list your last 3 residences regardless of time at each, beginning with most current.
We verify ALL living history so gaps in time will result in longer approval time.
Applicant MUST provide previous landlords phone numbers to verify rental history.**

1	PRESENT ADDRESS			CITY	STATE	ZIP CODE
	DATE IN	DATE OUT	OWNER/MGR NAME	OWNER/MGR PHONE NO. ()		
	REASON FOR MOVING					
2	PREVIOUS ADDRESS			CITY	STATE	ZIP CODE
	DATE IN	DATE OUT	OWNER/MGR NAME	OWNER/MGR PHONE NO.		
	REASON FOR MOVING					
3	NEXT PREVIOUS ADDRESS			CITY	STATE	ZIP CODE
	DATE IN	DATE OUT	OWNER/MGR NAME	OWNER/MGR PHONE NO.		
	REASON FOR MOVING					

PROPOSED OCCUPANTS LIST ALL IN ADDITION TO YOURSELF	NAME	DOB if under 18 yrs	NAME	DOB if under 18 yrs
	NAME	DOB if under 18 yrs	NAME	DOB if under 18 yrs
	NAME	DOB if under 18 yrs	NAME	DOB if under 18 yrs

WILL YOU HAVE PETS?	DESCRIBE	WILL YOU HAVE LIQUID-FILLED FURNITURE?	DESCRIBE
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A	PRESENT OCCUPATION OR SOURCE OF INCOME		EMPLOYER NAME
	HOW LONG WITH THIS EMPLOYER?	SUPERVISOR'S PHONE # ()	EMPLOYER ADDRESS
	NAME OF YOUR SUPERVISOR		CITY, STATE ZIP
B	PRIOR OCCUPATION		EMPLOYER NAME
	HOW LONG WITH THIS EMPLOYER?	SUPERVISOR'S PHONE # ()	EMPLOYER ADDRESS
	NAME OF YOUR SUPERVISOR		CITY, STATE ZIP

CURRENT GROSS INCOME	CHECK ONE	Please attach 2 CURRENT pay stubs or income statements for verification. This includes SSI, Cash Aid, Disability etc....
\$ _____ PER	<input type="checkbox"/> WEEK <input type="checkbox"/> MONTH	

(All sections must be completed.)

IN CASE OF EMERGENCY, NOTIFY:	ADDRESS	PHONE	CITY	RELATIONSHIP
1.		()		
2.		()		

Automobile: Make _____ Model _____ Year _____ License # _____

Automobile: Make _____ Model _____ Year _____ License # _____

Other motor vehicles: _____

If you answer yes to any of these questions, please write year of occurrence and give a brief explanation.

Have you ever filed for bankruptcy? _____

Have you ever been evicted or required to move out? _____

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

Have you ever been convicted of a felony? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but no 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.

Owner will require a payment of \$ _____, which is to be used to screen Applicant with regards to credit history and other background information.

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 (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) | \$ 35.00 |

The undersigned makes application to rent housing accommodations designated as:

Apt. No. _____ Located at Willow Run Apartments

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 security deposit of \$ _____, before occupancy.

Date

Applicant (signature required)



QPM CODE FOR EQUAL HOUSING OPPORTUNITY

QPM supports 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.

QPM reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

QPM agrees to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.