

## **Tenant Screening Guidelines**

### **Application Overview**

- Our applications are processed to the First Qualified, First Approved applicant.
  - If your application is not considered, you will not be charged a screening fee.
- Each person who will be living in the home who is 18 years of age or older must complete a rental application.
  - Anyone under 18 years of age must be listed on the application.
- Each applicant must pay the \$50.00 application fee and provide all required documents. If you are a HUD Applicant who elects the alternative evidence of ability to pay, your application fee is \$35.
  - If an application is not complete and/or any of the required documentation is not provided, your application cannot be considered.
- Applications must be submitted through Bien Properties' online application system. If you are unable to complete the application online, you can contact our office by phone at (559) 500-2300 or via email at pm@bienproperties.com for further guidance.

### **General Requirements:**

- Must meet 3x's the monthly rent based off of the combined applicant(s) gross income.
  - Applicants with 2.5-2.9x the monthly rent based off of the combined applicant(s) gross income may be considered if credit score is higher.
- Minimum credit score of 620 and must be free of any of the below:
  - Collection accounts to any utility companies.
  - Four or more late payments (30 days or more) in a single year within the last two years on one or more accounts. This excludes education and/or medical accounts.
  - Two or more charge off accounts within the last five years.
  - Two or more collection accounts (separate from any utility company) within the last five years.
- No Bankruptcies within the last 3 years.
- No Unlawful Detainers (current or previous).
- No outstanding balances owed to current and/or previous landlords.
- At least one year's worth of positive rental history from a verified landlord. Renting from friends and/or family members is not considered verifiable unless you have a valid Rental Agreement and valid payment ledger.
  - If You Own Your Home: positive payment history must be displayed on your credit report. You must provide verifiable information regarding what you will be doing with the home if it is your current place of residence (i.e. a sales agreement with realtor or a rental agreement with future tenant).

### **Required Documents That Must Be Submitted With Rental Application:**

- Four (4) of the applicant's most recent paystubs OR the equivalent of two (2) months of paystubs.
  - Self-employed applicants:
    - The most recent previous calendar year's Federal Tax Return (all pages) and Profit & Loss Statement as well as three (3) months of most recent bank statements.
- A copy of the applicant's Government-Issued photo ID.
- A copy of the applicant's social security card or ITIN to verify the information you wrote on your application.
  - If you do not have a copy of the card, a verifiable document that lists your full name and corresponding full number such as the front page of a tax return is sufficient.
  - If you do not have a social security number or ITIN, you must provide additional information to prove your ability to pay. The required documents are listed below:
    - Three (3) different bill payment histories for at least 12 months (i.e. utility payment history, car payment history, phone bill payment history, etc.) AND 6 months personal bank statements for ALL accounts.
- If applying with a pet, a photo of the pet(s) is required.

**\*\*\*Falsified or potentially falsified documents on your application will result in an automatic denial. Bien Properties, Inc. reserve the right to request additional documentation if management deems it necessary\*\*\***

### **Pet Information**

- All pets must be submitted for approval. Non-disclosure of a pet on your initial rental application will result in a denial. Pets cannot be added to the initial Rental Agreement after processing.
- Pet deposit (if applicable) is \$500 per pet. Not to exceed one (1) month's rent total.
- Due to insurance reasons, breed restrictions do apply. We are unable to accept pets whose breed has historically been bred or trained for protection, attack or fighting. This includes but is not limited to the following breeds: **German Shepherds, Akitas, Cane Corso, Chows, Pit Bulls, Presa Canario (canary dog), Rottweilers, Staffordshire Bull Terriers, Wolf Hybrids or a mix of any of these breeds.**
- There is a maximum of two (2) pets per household, unless otherwise stated in the rental listing.
- All applicants must complete a PetScreening profile.
- If your application is accepted, your pet(s) must be included with your renter's insurance policy.
- If you have a Service or Support Animal, you must complete a Service OR Support Animal Profile through PetScreening.

### **HUD Applicants Only**

If you are under the jurisdiction of HUD, according to SB-267, you have the option to choose the following:

- 1) Proceed with our listed standard processing requirements.

OR

- 2) Proof of Ability to Pay In Lieu Of Credit Report: Alternatively, you can provide legal and verifiable evidence to show your ability to pay the portion of the rent that is your responsibility. The evidence we are requesting is as follows:
  - a) 12-month rental payment history (a ledger from your landlord showing payments, bank statements showing rental payments, etc.) AND three (3) different bill payment histories for at least 12 months (i.e. utility payment history, car payment history, phone bill payment history, etc.) AND 6 months personal bank statements.

Please note that selecting either option on your application does not guarantee approval, but it helps us evaluate your application efficiently and fairly.

- You must attach/upload your RFTA Voucher to your application.
- If your application is accepted, you will be required to maintain the FULL rent payment until payments are received from the qualifying assistance program.

### **Guarantor**

It is up to a property owner whether or not their property will accept a guarantor. We will not collect fees on applications for properties whose owners do not allow Guarantors. If you are applying with a guarantor, please state so on your application.

- Guarantors are required to make 6x's the rent amount (combined with applicant income) and must provide all documents that are listed in the Required Documents That Must Be Attached to Rental Application section of these guidelines. Guarantors making less than 6x the rent amount may be considered with increased credit scores. Guarantors making less than 5x the rent amount will be denied.

### **If Your Application Is Approved**

If your application is approved, please be aware of the following:

- You must provide a copy of renters insurance with coverage of at least \$100,000 in personal liability. All tenant(s) must be listed on the policy, and Bien Properties, Inc. must also be listed as an additionally insured party.
- If your application is approved, you are required to pay the holding deposit (converted to the security deposit upon move-in) within two (2) business days by cashier's check, money order, or through the Tenant Portal and sign the Holding Deposit Agreement within two (2) business days.
- The first month's rent must be paid prior to move-in. At the time of move-in, if there are less than 15 calendar days left in the month, the pro-rated first month and full second months' rent will be due before move-in.
- If the property is available for move-in at the time the application was submitted, the property will not be held more than two weeks (14 days) from the date of approval.
- Whether or not you have a pet, a profile must be created through PetScreening to verify that you do not have a pet or to verify the type of animal you have. Separate fees are assessed directly by PetScreening when creating a Pet Profile. There is no fee for creating a PetScreening profile if you do not have a pet.

Applicant's Full Legal Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_