

Rental Policy and Procedures

1845 Springvale Lane, Lincoln, CA 95648

Leasing Agent: Alyse Zahnd Phone: (916) 216-7884 Fax: (866) 565-2187
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The owner of this property, Walter F. Zahnd, is an equal opportunity provider. We fully comply with all 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.

Rental Criteria: To qualify to rent, you must meet the following criteria:

1. **Income:** Your combined gross monthly income should be at least 2.5 times the monthly rent and must be verifiable. All applicants must prove their actual income is from legitimate sources. Unverifiable income will not be considered.
2. **Rental History:** All applicants must have satisfactory rental and/or mortgage references from at least two prior landlords or for at least the past two years. If you have ever been evicted or sued for any lease violation, have multiple late payments during the last 12 months, history of bounced checks, unpaid past due rent, or caused property damage or disturbances; your application may be denied.
3. **Credit History:** Your credit record will be examined thoroughly. Bankruptcies must be closed and there should be no history of unpaid collections. Foreclosures and debts due to catastrophic medical issues are taken into account as separate matters. If your credit history shows any derogatory information, your application may be denied.
4. **Employment History:** Current employment must be verifiable. If your current employment has been for less than 2 years, previous employment may be verified as well.

Documents: To complete your application, we will need the following documentation submitted with the application:

1. **Copy of a government issued photo ID.**
2. **Copies of two months of most recent paycheck stubs**
3. **If self-employed, copy of last two year's income tax returns (first 2 pages) or 3 most recent months of bank statements**
4. **Verification of other income: AFDC, SSI, SSA, child support, or Proof of Section 8 (if property accepts third party contracts)**
5. **\$30.00 non-refundable application fee per adult. An application and application fee is required for each occupant over the age of 18 or an emancipated minor.**

Applications will be processed in the order they are received. Applications are considered received once the appropriate application fee has been paid. All documentation must be received within 24 hours or we reserve the right to process subsequent applications. Once approved, prospective residents will be expected to sign a lease agreement and pay a holding deposit within 48 hours of approval. The security deposit and first month's rent must be paid by cashier's check or money order prior to taking possession of the property.

Applications may also be submitted online at: <https://zahnd.managebuilding.com>. However, a signed application and application fee are required to begin processing your application. Documents may be scanned and emailed to alysezahnd@gmail.com.

Application Fee Received: _____ **Cash/Check (Circle One) Date:** _____ **Time:** _____

Received By: _____