

# Shasta Creek Apartments

851 Mission De Oro | Redding, CA 96003

Ph 530-221-4662 | Fax 530-221-8836

Email - shastacreekapts@owmgt.com

## APPLICATION SCREENING POLICIES

---

### APPLICATION PROCESS

- We offer an application form to everyone.
- We review completed applications in the order in which we receive them.
- We may need up to 3 business days to verify information on the application.
- If we are unable to verify the information on the application, the application may be denied.
- **Application fees and move-in charges not paid online must be in the form of guaranteed funds.**

### SCREENING GUIDELINES

#### Complete the application.

- Individual applications required from each occupant 18 years of age or older.
- Pay the applicable non-refundable screening fee of: **\$30 per Applicant | \$10 per Co-Signer**
- Applications must be signed and dated. We will not review incomplete applications.
- We will accept the first qualified applicant(s).
- Applicants and co-signers must provide two pieces of government identification. One must have a photograph.

#### Prior Rental History

- Favorable rental history of 1 (one) year must be verifiable from unbiased and unrelated sources. Multiple Landlord references acceptable.
- Applicants must provide us with the information necessary to contact past Landlords. We reserve the right to deny any application if, after making a good faith effort, we are unable to verify prior rental history.
- No evictions within the past 5 years. Dismissed evictions are not considered.

#### Sufficient Income/Resources

- Net monthly household income shall be at least 2 ½ times the monthly rent amount, excluding utilities.
- Income/Resources must be verifiable through pay stubs, employer contact, housing voucher, award letters for social security, alimony, child support, retirement or disability benefits, current tax records, and/or bank statements.
- Verifiable employment of one year. Multiple employers are acceptable. Unemployed and Self-Employed persons must provide legitimate, verifiable proof of sufficient income.
- Debt to income ratio in excess of 30% may result in denial of application.

#### Exceptions

- Exceptions may be granted for applicants with an increased security deposit or qualified co-signer at the sole discretion of the owner/agent. Co-signers must meet the credit screening criteria, and net household monthly income must be 3 times rent amount, excluding utilities.

#### Credit/Criminal/Public Records Check

- A credit check and criminal/public records check will be performed on all applicants.
- A credit check only will be performed on co-signers.
- Negative reports from the last 5 years may result in denial of the application.
- Arrests that did not result in a conviction will not be considered.
- A conviction or pending charges for any crime that would adversely affect the property, or the health, safety or right to peaceful enjoyment of the residents or owner/agent may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, may be denied.

**Be Advised - Incomplete, inaccurate or falsified information will be grounds for denial.**

Fees Disclosure – Owner/Agent may charge the following:

- Late payment of Rent: \$50 • Dishonored check fee: \$25
- Smoke alarm and carbon monoxide alarm tampering fee: \$250.

The following non-compliance fees, after first giving written warning notice, if same or similar act occurs again within 1 year • Failure to clean up animal waste, garbage, or other waste: \$50 • Parking violation or improper use of vehicle: \$50  
Owner/Agent may charge a fee for keeping on the premises an unauthorized pet capable of causing damage, that is not removed within 48 hours of written warning notice. Fee not to exceed \$250.

