



DRE #01799146
PO Box 9559, Alta Loma CA 91701
www.montevistaproperties.com

Rental Application Qualification Criteria

To assist you in making an informed decision regarding your new home, we are providing the following criteria used to evaluate applicants for residency in this community. Nothing contained in these requirements shall constitute a representation or warranty that all residents and occupants currently residing in the community have met or currently meet these guidelines.

As part of the application process, the following types of information may be accessed and evaluated: identification verification, credit history, public records, rental history, address history, employment verification, and income verification. Additional documentation or verification may be requested as necessary.

Completed applications are processed on a first-come, first-served basis.

Each individual 18 years of age or older who intends to reside in the apartment must submit a completed application and meet the qualification criteria outlined below.

Applications may be denied for reasons including, but not limited to, the following:

- Income that is insufficient to meet the minimum income requirement
- Unsatisfactory credit history or rental history
- Exceeding the maximum allowable number of occupants
- Inability to satisfy conditional approval requirements
- Submission of misleading, incomplete, or inaccurate information
- Adverse, unverifiable, or insufficient information obtained during the screening process

Subject to applicable laws, the following qualification criteria apply.

Application Fee: A non-refundable application fee of \$45.00 per applicant is required at the time of application submission.

Holding Deposit: A holding deposit of \$500.00 is required to reserve the unit listed on the application. Upon acceptance of the holding deposit, management agrees to reserve the following property: _____

If the application is approved and a lease is executed, the holding deposit will be applied toward the required security deposit.



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Grace Period / Cancellation: Applicants have a 48-hour grace period from the time of application submission to cancel their application and request a refund of the holding deposit.

If the applicant fails to rent the reserved unit after the 48-hour grace period, the holding deposit shall be retained by management as liquidated damages. Liquidated damages represent reasonable compensation for removing the unit from the market and for administrative costs incurred during the application and reservation process.

Security Deposit: Following application approval, the applicant must pay the full security deposit within seven (7) days.

If the required security deposit is not paid within this timeframe, management may cancel the reservation and retain the holding deposit as liquidated damages for keeping the unit off the market and incurring administrative expenses.

Identification: All applicants and occupants 18 years of age or older must present a valid government-issued photo identification.

Income Requirements: Applicants must collectively demonstrate verifiable income equal to at least 2.5 times (Gross) the monthly rental rate.

Acceptable documentation for income verification may include, but is not limited to:

- Four (4) most recent pay stubs (approximately two months)
- A written statement of wages on official company letterhead (if employed less than 30 days)
- Prior year federal tax returns
- Three (4) most recent bank statements (for non-employment income where the source of income can be verified)
- Documentation of government benefits (e.g., Social Security, disability, welfare, etc.)
- Documentation of court-ordered income (e.g., child support or spousal support)
- Documentation of investment income
- Proof of other lawful sources of income
- For self-employed applicants, a copy of any required business license

Credit History: A credit report will be obtained for each applicant. Our screening provider evaluates credit history, which may include prior rental payment history, as an indicator of future rent payment performance. A minimum FICO score of 620 is generally required.



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Applicants receiving government housing assistance (e.g., Section 8, VASH, or similar programs) may elect to provide ability-to-pay documentation in lieu of a credit check. Such documentation may include bank statements, rental assistance vouchers, or income verification records.

Unsatisfactory or insufficient credit history may result in:

- Additional security deposit requirements
- Requirement of a qualified guarantor
- Application denial

Applicants are responsible for ensuring that the information in their credit report is accurate.

Evictions and Collections: Any prior eviction may be grounds for denial of the application. Collections or outstanding debts owed to a landlord or property management company may also be grounds for denial.

Criminal Background Screening: If any applicant or adult occupant has been convicted of the manufacture or distribution of controlled substances, the application will be denied.

Other felony or misdemeanor convictions will be evaluated on a case-by-case basis, considering:

- The nature and severity of the offense
- The length of time since the offense occurred
- Whether the offense could reasonably pose a risk to the health, safety, or property of other residents or the community

Recent offenses or offenses that could impact resident safety may result in denial of the application.

Guarantors: If a guarantor is required as a condition of approval, the guarantor must meet all qualification criteria outlined above.

Additionally, guarantors must demonstrate:

- Verifiable income equal to at least five (5) times the monthly rental rate
- A minimum FICO score of 800



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Occupancy Standards:Occupancy limits are based on two persons per bedroom plus one additional occupant per apartment.

Maximum occupancy is as follows:

- Studio: Up to 2 persons
- One-bedroom: Up to 3 persons
- Two-bedroom: Up to 5 persons
- Three-bedroom: Up to 7 persons

Rental Payments: Rent is due on or before the first (1st) day of each month, regardless of the move-in date. Prorated rent due following month

Rent payments may be made by the following methods:

- Online via Resident Portal (ACH – no fee)
- Flex-Payments (Not for move in funds)
- Credit Card (see management for associated fees)
- PayNearMe (QR code required, see management)

Cash payments will not be accepted by management under any circumstances.

Fair Housing Statement: Monte Vista Properties complies with all federal, state, and local Fair Housing laws. Housing will be made available without discrimination based on race, color, religion, national origin, sex, familial status, disability, or any other protected class under applicable law.

Falsification of Application: Any false, misleading, or incomplete information provided in an application may result in denial of the application or termination of tenancy if discovered after occupancy.

Renter's Insurance: Residents are required to maintain renter's insurance with a minimum liability coverage of \$100,000. The policy must be active on or before the move-in date, and the landlord must be listed as an interested party. Proof of insurance must be provided prior to move-in.

Applicant Acknowledgment: By submitting an application, the applicant acknowledges and agrees that the above criteria will be used to evaluate eligibility for residency.



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Applicants who do not meet the stated requirements may be denied or approved with additional conditions, which may include, but are not limited to:

- Additional deposits
- Additional fees
- Higher rent
- Requirement of a qualified guarantor