



### RENTAL/LEASE POLICIES

## THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY PROPERTYADVANTAGE, INC. WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be considered.**

Note: Some properties do not allow pets.

### APPLICANTS

- ◆ Each person 18 years of age or older must complete and sign an application.
- ◆ If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by PropertyADVANTAGE, Inc.
- ◆ To be processed and considered, a \$35.00 non-refundable processing fee must accompany all applications. If your application is not processed, this \$35.00 processing fee will be refunded.
- ◆ The applications will not be considered with missing or false information.

### PROCESSING FEES – (See reverse # 3)

- ◆ \$35.00 Processing Fee (Per Applicant)
- ◆ \$200.00 Initial Deposit (If approved, the initial deposit will be credited to the security deposit)

### CREDIT CRITERIA

- ◆ PropertyADVANTAGE, Inc. will obtain a credit report for each applicant and co-signer 18 years of age or older. Reports supplied by applicants **will not** be accepted.
- ◆ Discharged bankruptcies are acceptable.

### INCOME CRITERIA

- ◆ Applicant's gross monthly income must be two times the amount of the monthly rent.
- ◆ Income will be verified from copies of the prior month's pay stubs provided with the application.
- ◆ Self-employed applicants must provide their most recent tax return and 3 months bank statements. Name and Account number must be printed on the statements.
- ◆ Unverifiable income will NOT be considered.

### CONDITION OF MOVE-IN

- ◆ **Lease Documents must be signed within 48 hours of approval.** (Property will remain on the market until the documents are signed.)
- ◆ 50% of the security deposit funds required to be paid at this time.
- ◆ **Lease Processing Fees:** Leases up to \$1,100.00 rent per month = \$25.00 lease processing fee to be paid with all other required move in funds. Leases in excess of \$1,100.00 rent per month = \$50 .00 lease processing fee to be paid with all other required move in funds.
- ◆ **All Move-In Funds** are to be paid in the form of a **cashier's check or money order, payable to PropertyADVANTAGE, Inc.,** before keys are provided. **No exceptions.**  
(Daily rate will be charged if keys are delivered prior to date on lease/rental agreement).
- ◆ Hours for lease signing are Monday through Friday, between 9:00 A.M. and 4:30 P.M., and Saturday by appointment only.

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instructions:

[ ] PropertyADVANTAGE  
5142 Avenida Encinas  
Carlsbad, CA 92008  
PH: (760) 585-1700 FX: (760) 438-6886

[ ] PropertyADVANTAGE  
419 South Coast Hwy  
Oceanside, CA 92054  
PH: (760) 585-1700 FX: (760) 722-3779

[www.propadvantage.com](http://www.propadvantage.com)

DRE #08145581



1. Your application will **not** be processed without the correct funds and all documentation attached.
2. Fill out the application completely and legibly. Each person 18 years of age or older must submit an application. Emancipated minors must fill out an application. One person per application please.
3. Include one check for \$35.00 for each person 18 years or older that will be residing in the property. This includes married couples as well as singles. **This fee is non-refundable!** (Refundable only if application is not processed.) Include a separate check for \$200.00. This holding deposit is required to hold the unit during processing. **This must be a separate check from the application fee.**
4. Reliable and legal documentation and telephone numbers are required to verify all income.
5. If employed, you will need to submit a copy of your last year's W-2 and 2 (two) of your most recent pay stubs.
6. If self-employed, you will need to submit a copy of your last **2 (two)** years of income tax returns and documentation of the current year (i.e. P & L, receipts, etc.).
7. A copy of a photo ID, e.g. Driver's License, Military ID, etc., must be submitted.

**If you have any questions, please feel free to call us.**  
**Thank you for your application.**

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