



SCI Rental Policies and Application Guidelines

Spieker Companies, Inc. also herein referred to as “SCI” has established uniform rental policies to determine a prospective applicant’s ability and willingness to pay rent on a timely basis. A thorough review of each applicant’s identification, employment, income, credit history, and previous residency is required for approval. Negative credit or rental history and/or a low income ratio, may result in a raised security deposit (up to two times the monthly rent amount) or denial of the application.

Credit History: Negative credit reporting, including but not limited to, late payments, repossessions, write-offs, collection accounts, default on loans, and civil judgments may result in an increased security deposit or denial of the application. Applicants with no credit history must pay an increased security deposit equal to one month’s rent. Copies of credit reports will be provided upon written request.

Previous Residency: Failure to provide the location and contact information for the last two years of residency and/or a negative reporting from previous rental verifications may result in an increased security deposit or denial of the application.

Income Verification: Applicants must provide acceptable and verifiable proof of current income equal to or greater than 2.4 times the monthly rent. Acceptable forms of income are: two (2) current pay stubs, a court order document indicating specific financial support from another party, or documentation of periodic government assistance. If an applicant is self-employed, SCI will accept copies of federal tax returns (Form 1040) for the past two (2) years. Bank statements may not be considered as sufficient source of income, but are subject to review. Income that is not recognized by and reported to the federal government will not be considered by SCI in calculating the income of prospective applicants.

Identification: Valid picture identification is required to determine the true identity of each applicant. Acceptable forms of identification include but are not limited to, a government-issued: Driver’s license, Identification Card, Visa or Passport. Any applicant who cannot properly establish his or her identity may be denied without consideration of any other information.

All prospective occupants 18 years of age or older are required to complete and sign an Application to Rent. The information contained in the Application to Rent is made under penalty of perjury. Any false statements made on an Applicant to Rent are grounds for denial and punishable by imprisonment (California Penal Code, sections 118 and 126).

SCI adheres to the occupancy guidelines set forth by the Department of Fair Employment and Housing which indicate “two occupants per bedroom plus one”. Please note that these limits refer to all persons residing in the apartment, including children who do not submit an Application to Rent. SCI occupancy limits are as follows:

Studio-Two (2) persons One Bedroom- Three (3) persons Two Bedroom- Five (5) persons Three Bedroom- Seven (7) persons
Four Bedroom – Nine (9) persons

Guarantor A Guarantor will be considered by SCI. Only one (1) Guarantor per apartment may apply. A Guarantor must submit an Application to Rent, together with the **required paperwork** from all proposed applicants, and shall be subject to all applicant policy requirements set forth herein, including, but not limited to, income verification and identification. A Guarantor who does not meet the credit, rental and income requirements will be denied.

Pets are not allowed at any SCI property without prior written consent of SCI.

Required paperwork necessary for consideration of Application to Rent:

- 1) a signed and completed Holding Deposit Agreement (one per apartment)
- 2) a holding deposit fee, as quoted by SCI rental staff (one per apartment)
- 3) a signed and completed Application to Rent (one per applicant over 18 years of age)
- 4) all supporting documentation for each Application to Rent (required within 24 hours of application)
- 5) a \$30 credit check fee per Application to Rent (including Guarantor applicants)

NO APARTMENT WILL BE RESERVED FOR ANY APPLICANT UNTIL ALL OF THE REQUIRED PAPERWORK IS RECEIVED BY SCI

SCI does not discriminate on the basis of race, sex, color, religion, national origin, disability, or familial status