



Willow Glen Rentals

203 E. Taylor St; San Jose

Rental Qualifications and Application Procedures

BRE LIC #01319802

Minimum Credit Qualifications:

- Credit score must be above 500
- Must have a credit report on file with Transunion
- Credit history must be at least 12 months old
- No collection accounts in the last 6 months
- No bankruptcies in the last 12 months
- No legal items in the last 12 months
- No tax liens in the last 12 months
- Must have at least 70% of accounts reporting positive or 'paid as agreed' status
- All applicants must be free of felony or sex crime convictions, and must not be a wanted person in any legal jurisdiction in the United States

Minimum Non-Credit Qualifications:

- A completed application and \$30.00 application screening fee must be submitted for each adult 18 years of age or older. Applications are joint and several, meaning information from any applicant may result in the denial of all applications for the entire group.
- Applicant must accept a lease start date within 10 days of the property available date, or within 10 days of the application date, whichever is later.
- Verifiable residency history of 3 years with non-negative landlord references must be submitted for each applicant. Criteria for a negative landlord reference include: owing money to a prior landlord, receiving 3 violation notices issued in a 1 year period, leaving excessive damage (beyond normal wear and tear) on move-out, or a landlord refuses to provide a reference.
- Verifiable employment history of 3 years contiguous gainful employment from the date of the application
- Verifiable gross monthly income that is equal to or greater than two and a half (2.5) times the monthly rent amount. Verifiable income may mean, but is not limited to: alimony/child support, trust accounts, social security, grants or student loans
 - o Self-employed applicants must provide a copy of their most recent tax returns, current bank statement and business license.
 - o Social Security recipients must provide a copy of their check or annual benefits letter.
 - o Roommates combined income from all applicants must equal two and a half (2.5) times the monthly rent amount – this is not an individual requirement.
- Proof of identification by providing a passport, US driver license or US state issued ID card.
- Proof of income by providing paystubs, bank statements, etc.
- Maximum resident occupancy is 2 persons per bedroom plus 1 additional person.



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Application Processing and Approval Procedures:

- An application is 'complete' when all adult applicants 18 years or older have submitted either a paper or online application with all required information included and submitted one \$30.00 tenant screening fee per adult applicant
- All completed applications will receive a numerical identification based on the order that they are received (i.e. the first completed application received will be assigned #1, the second application received will be assigned #2, etc.)
- Applications will be processed according to their numerical order, beginning with application #1, in the following manner:
 - o All tenants will be credit screened based on the 'Minimum Credit Qualifications' listed for the specific property.
 - o If the tenants meet the 'Minimum Credit Qualifications':
 - Applicants will be offered an opportunity to place an initial deposit on the property and sign an 'Offer to Rent'
 - Property will be closed to any additional applications pending the remainder of the approval process.
 - Applicants will have three business days to complete the 'Minimum Non-Credit Qualifications' listed for the specific property.
 - If applicants meet all 'Non-Credit Qualifications' they will be notified of their formal approval in writing and lease documents will be signed at the move-in date specified on the application.
 - o If tenants do not meet the 'Minimum Credit Qualifications' or the 'Minimum Non-Credit Qualifications' the applications assigned the next incremented numerical value will be processed in accordance with the same process.
- Once an application is approved, we will refund all tenant screening fees that were collected for any applications that have not been screened or otherwise considered. We will not refund tenant screening fees for applications that have been processed, are accepted, or are rejected.

Fair Housing:

Willow Glen Rentals fully supports the principles of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968), as amended, which generally prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). In addition, our office is contractually required to comply, in all respects, with all laws, rules and regulations applicable to the real estate industry, including without limitation, the requirements imposed by the Fair Housing Act.