

CHINOOK MARLENE

GARDEN COURT VILLAGE TOWNHOMES

875 South Orchard Avenue, Ukiah, California 95482 • Phone: (707) 468-5468 • Fax: (707) 468-8657
managercm@outlook.com • www.ukiahapartment.com

Rental Policies for Chinook and Marlene

Thank you for giving us your Rental Application. Here are the guidelines we apply to every application we receive. If you have any questions, please feel free to contact us.

Meeting basic rental terms. Applicants must be able to meet our basic rental terms, which include the rent and security deposit, the tenancy start date, and the maximum number of residents for this rental.

We follow Fair Housing Law. We will fully comply with the Federal and Local Fair Housing Laws and will not discriminate on the basis of race, color, national origin, familial status (including age), disability, or sex. We will also follow any state and local laws that forbid additional types of discrimination.

Complete and truthful applications from all adults. We require a separate application from every adult who will live in the rental. We will reject applications that contain information that we cannot verify or that are incomplete (if a particular item does not apply to you, be sure to write "n/a" on the line so we know that you did not skip it). We will reject applications that list false information, and will terminate the tenancy of anyone who has made a materially false statement on the application that we discover after accepting the applicant.

Additional occupants. Only those who have submitted a Rental Application, and any listed minor dependents, may live in the rental. Any proposed additional residents (other than minor children) must go through our application process. Assuming the addition of another resident will not result in overcrowding, we will evaluate proposed additional residents as we do any applicant.

Occupancy policy. A maximum of two persons per bedroom plus one.

Applicants' identification. We will need a current photo ID from each adult applicant, such as a driver's license, passport, or military or state identification card. We will need a Social Security number or Individual/Taxpayer's ID number (ITIN) in order to run a credit check. We will handle this information with care and destroy it when it's no longer needed.

We contact references. We will speak with current and prior landlords, current employers, and run a credit check on all applicants who advance to that stage of our application-screening process. Applicants who are first-time renters, or who are self-employed, may supply alternate types of references (see the instructions to our Rental Application). We will conduct the screening ourselves or hire an independent tenant-screening firm. If you have placed a "freeze" on your credit file, it is your responsibility to lift the freeze to enable us to order your credit report. We strongly urge you to access your credit report (you may get a free report once a year) and check for and correct any inaccuracies, before applying for this rental. Each applicant for whom we run a credit check must pay for this check, in advance.

Financial responsibility. We rent to applicants who have a history of financial responsibility. Our primary means of evaluating an applicant's financial history is the credit report. If you have a history of delinquent payments or accounts, unpaid debts, or charge-offs (in which a retailer gives up on collection attempts), we may deny your application.

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1. Combined gross monthly income should exceed three (3) times the monthly rental rate of the unit.
2. The applicant should have two (2) years of verifiable employment history.
3. If income cannot be verified by an employer, resident must provide additional sources of verifiable income that meets property requirements, i.e. retirement, social security, tax returns.
4. Bank statements are acceptable if the monthly average balance for the last six months equals to the sum of rent due for the first six months of rent of the lease unit. For example, if you have applied to lease an apartment renting for \$1,300.00 per month, the average balance in your bank account for each of the last six months should be 6 x \$1,300.00.
5. Co-signers are not accepted.

Rental history. We rent to applicants who have a history of being good tenants, which includes paying rent on time, being considerate of rental property and neighbors, and leaving rental property in good shape when vacating. We require satisfactory references from at least two prior landlords or the equivalent from first-time renters (such as recommendations from teachers, school transcripts, or letters from neighbors).

Criminal history. We will ask applicants to list any criminal convictions. We will strive to rent to applicants who demonstrate a history of honest, nonviolent behavior, and will not, to the best of our ability, rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property.

Minimum income. The combined gross monthly income (before deductions) from all applicants ages 18 and over must be three times the monthly rent.

Criminal background check. We will check available databases, including Megan's Law databases, to determine whether applicants have been convicted of a crime. We may hire a criminal-background-screening firm to perform this search. This screening will be done subject to restrictions on available data. We do not guarantee that the screening will reflect all criminal history or an applicant's current criminal status. We require your written consent for this check. More information will be provided to you upon request.

Tenant-screening firm. We contract with a tenant-screening firm, which may report on your credit history, character, reputation, personal characteristics, and personal history (including evictions and criminal convictions). This check may involve any state's Megan's Law database. We require your written consent for this check. More information will be provided to you upon request.

Pets. We allow only one small pet BUT NO DOGS, 25 pounds and under.

Smoking. Most units at this property are held as smoke free.

Residential use only. This rental is for residential use only, subject to any state or local laws that apply.

We will review applications in the order in which we receive them. We will date each application and begin the review process as soon as the unit is open to view. We will notify you of our decision within 5 working days of your credit check.

We will evaluate your application as soon as we can. If applicants are equally qualified, we will make an offer to the applicant whose application was received first. We will send written or email notifications to applicants whom we cannot accept. Thanks for your inquiry!

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