



885C Olive Avenue  
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## APPLICATION POLICY AND PROCESS

If you are interested in a rental unit offered through Syrus Properties, Inc., we will require the following:

1. **One application for each person over 18 years of age** that will be living in the unit.  
The application must be complete or it will not be processed.
2. A copy of your current **driver's license** or photo I.D.
3. **\$35.00** in cash, money order or cashier's check per application, this is **NON-REFUNDABLE**, no exceptions.
4. A copy of your last three pay stubs or, if self employed, a copy of your most recent tax return.

We will be using this information to check your credit history, rental history, employment history as well as your criminal history so that we can make an informed business decision regarding your prospective tenancy. **If your application submission is missing any of the requested items, it will not be processed.**

If we receive more than one application (or group of applications) for any particular unit, we will run the credit on all applicants and award the unit to the applicant (or group of applicants) with the best credit rating (FICO, Fair Isaac and/or National Risk Score). We pay a company to provide us with credit information, so the credit check fee you pay when you submit your application is **NON-REFUNDABLE**.

**INCOME QUALIFICATION:** Collectively, applicants must have **verifiable** income that equals or exceeds three times the rent amount of the unit for which he/she is applying. We ask you to either provide copies of your last three pay stubs or a tax return from the previous year (if self employed) to verify the income stated on the application.

**CREDIT QUALIFICATION/DISQUALIFICATION:** We reserve the right to increase the advertised Security Deposit, or reject, any rental application if the applicant's credit history suggests a higher risk of default. If you have the following on your credit report, your application may be summarily rejected:

1. An eviction or an open collection to a property management company or apartment building.
2. A bankruptcy under seven years old
3. Open collection accounts for anything other than medical
4. A record of habitual late payments. Habitual is defined as more than two a year.
5. False information of any kind

**CO-SIGNORS:** We are able to accept co-signors on some of the units we manage, each building has a different policy regarding this so please ask in advance of applying. The purpose of Co-signing a Lease would be to ensure the financial performance of the tenant if that tenant is unable to reach the income qualification only, **Co-signors are not effective as a substitute for good credit** or no credit. Co-signors must meet the following criteria:

1. Must make at least 5 times the rent in verifiable income
2. Must have **perfect credit**: no late pays, no collections, no bankruptcies, no liens or Judgments and a credit score above 700
3. Must be present for the Lease signing (no exceptions will be made)

**ROOMMATES:** When submitting applications for apartments in which there will be more than one occupant, all applications must be submitted together. The apartment name and number should be written on each application at the top, right hand side of the page. Until we receive a complete package of all roommates (and co-signors), your application will not be processed.

Please understand that we rent real estate, we do not involve ourselves in relationships between roommates. **You** are responsible for whatever background information is necessary to determine you can live with the roommates you choose and we strongly recommend that you choose your roommates carefully because you will all bear equal responsibility for payment as well as damage to the unit until it is vacated.

**HOLDING AN APARTMENT:** Our apartments are marketed for rent until we have a signed Lease and a security deposit for that apartment. We do not “hold” units for applicants under any circumstances. If the apartment for which you have applied is no longer available when you submit your application and other documents, we will try to find an similar alternative apartment for you .

**FAIR HOUSING POLICY:** We adhere to all State, County and Federal Fair Housing Laws. Our decision to rent a property is based on the Income and Credit qualifications outlined in this document. Our policies are firmly and equally enforced, please do not call us and ask for exceptions to be made for your “special” situation as it puts us in the awkward and uncomfortable position of having to refuse.

**ALL SYRUS APARTMENTS ARE NON-SMOKING APARTMENTS:** There is no smoking of any substances allowed in any of our buildings including the apartment units and the common areas. No exceptions are made.

**LEASE TERM:** Our advertised prices are for ONE YEAR leases, if you are responding to our ad and you wish for a shorter term, you must state that on your application. If you desire a six month Lease, the rent will be \$50 more per month. Month to Month leases, require perfect credit and cost an additional \$100 per month.

We look forward to receiving your application and helping you find your new home.