



885C Olive Avenue  
Novato, CA 94945  
Ph. 415-892-1679  
Fax 415-898-6598

## 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. Each application must be COMPLETE and all applications for each unit must be submitted together or they will not be processed.
2. A copy of your current **driver's license** or photo I.D. with date of birth.
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 or retired, a copy of your most recently filed tax return. We **do not** accept letters from employers in lieu of paystubs or tax return, but we will consider offer letters for new employment along with paystubs from previous employment.
5. If you currently rent, it will speed up the approval process if you can provide a copy of your tenant ledger from your current landlord along with your landlord's email address.

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 your application package contains any false information or falsified documents, 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/income overall. 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:** Applicants must have verifiable income that equals or exceeds three times the rent amount of the unit for which he/she is applying (for HUD tenants this would be three times the tenant's share of the rent payment). 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 application or credit report, your application may be summarily rejected:

1. An eviction or an open collection to a property management company or Landlord.
2. A bankruptcy under seven years old
3. Open collection accounts
4. A record of habitual late payments. Habitual is defined as more than two per year.
5. False information of any kind
6. A Credit Score of less than 685

**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 on his/her own, **Co-signors will not be approved if the applicant has poor credit.**

Co-signors must meet the following criteria:

1. Must make at least 5 times the rent in verifiable income

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2. Must have **perfect credit**: no late pays, no collections, no bankruptcies, no liens or Judgments on their credit report at all and a credit score above 720
3. Must be present for the Lease signing (no exceptions will be made).
4. Must reside in California

ALL co-signors will be required to be present at the Lease signing, no exceptions.

**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 if 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, Rental History and Credit qualifications outlined in this document. Our policies are firmly and equally enforced.

**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, after one year of tenancy, your account is in good standing, you will be eligible to extend your tenancy for an additional year.

**EMOTIONAL SUPPORT ANIMALS:**

If you intend to apply with an Emotional Support Animal, you will need to fill out additional paperwork, please write on your application that you have an ESA so we can provide those documents to you.

**RENTER'S INSURANCE**

All properties we advertise require proof of Renter's Insurance at the Lease Signing and it must be maintained during your entire tenancy.

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