



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:** Applicants who placed a credit or security freeze on their credit report must provide a temporary lift of the freeze on their credit report so that SCI may obtain required credit reporting. **Applicants who choose not to temporarily lift the freeze on their credit reports as required by SCI will be denied.** 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 unpaid balances for utilities (electricity/gas, water, sewer, trash, phone, cable, and internet) listed on their credit report must provide proof of payment from the utility provider to SCI prior to application approval. Applicants with no credit history who meet the designated income requirements may be required to pay an increased security deposit up to one month's rent. Copies of credit reports will be provided to applicant upon written request to SCI.
- **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 photo 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 Application to Rent are grounds for denial and punishable by imprisonment (California Penal Code, sections 118 and 126).**

SCI adheres to the occupancy guidelines adopted by the Department of Fair Employment and Housing which allows for “two occupants per bedroom plus one” standard. Please note that these limits refer to all persons residing in the apartment, including minors 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

Guarantors: A Guarantor will be considered by SCI for income qualification purposes only. Only one (1) Guarantor per apartment may apply and a \$1,000.00 security deposit is required. 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: SCI does not allow pets at its properties. Accommodation animals are allowed to the extent necessary to provide the disabled person with an opportunity to use and occupy a unit in a manner equal to that of a non-disabled person.

Applicants who may need assistance with the application process or who may require an accommodation during tenancy as a result of a disability are invited to submit a request for accommodation to begin the interactive process. Reasonable Accommodation Request forms may be obtained at the leasing office at any time.

Required paperwork necessary for consideration of an Application to Rent:

- A signed and completed Holding Deposit Agreement (one per apartment)
- A holding deposit fee, as quoted by SCI rental staff (one per apartment)
- A signed and fully completed Application to Rent (one per applicant over 18 years of age)
- All supporting documentation for each Application to Rent (required within 24 hours of application)
- A \$35 credit check fee per Application to Rent (including Guarantor applicants)

MANAGEMENT WILL NOT RESERVE AN APARTMENT FOR ANY APPLICANT UNTIL ALL OF THE REQUIRED PAPERWORK IS RECEIVED BY SCI

SCI does not discriminate on the basis of color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, national origin, immigration status, or gender identity.