



Apartment Viewing Instructions & Rental Qualifications

View an Apartment

You may check keys out at our office, 2802 Santa Monica Blvd. in Santa Monica, to view most apartments. Please bring a \$20 cash deposit that is returned when you return the keys, and we will make a copy of your photo ID. Keys are checked out Monday to Friday 8am to 5pm and Saturday 10am to 2pm. If you have any questions, please call us at (310) 828-7525.

Apply for an Apartment

All applications must be signed and turned into our office. An individual application is required from each adult occupant. A mandatory \$20.00 application fee per applicant will be collected when the application is submitted. Fee is not refundable. Approval to rent is not guaranteed and is subject to posted criteria. Availability of the apartments cannot be guaranteed unless the apartment is vacant. The apartment shall be considered available until this office has received a money order or cashier's check for all move-in costs and a signed lease.

If approved, a rental fee of \$50.00 will be collected. Only a money order or cashier's check in the tenant's name representing the amount required to move-in will be accepted.

Rental Qualifications

SORRY, NO PETS: No dog, cat, bird, other domestic pet or animal of any kind may be kept on or about the rental premises.

RENTAL HISTORY: Applicant shall have a minimum of one (1) year's accumulated rental history or ownership of primary residence, in their own name. Evictions or judgments will not be acceptable.

INCOME REQUIREMENTS: Applicant shall be at the same job or within the same industry for one (1) year or more and gross three (3) times the rent. The job and income must be verifiable. Applicant's other monthly obligations will be taken into consideration when determining applicant's ability to pay the rent.

CREDIT HISTORY: Applicant shall have good credit. Credit reports with collection accounts, liens, evictions, judgments, bankruptcies or repossessions will not be accepted. Applicants with no credit history may be required to have a co-signer.

All apartments shall be considered available until this office has received a money order or cashier's check for all move-in costs and a signed lease. Once a COMPLETED application is submitted; processing will take approximately 2 - 3 business days.

To ensure swift processing of your application, the following documentation must be provided:

1. Completely filled out and signed application for each adult occupant.
2. \$20.00 application fee (non-refundable) in the form of a personal check, cashier's check, money order, or cash.
3. Copy of driver's license/I.D. for each adult occupant.
4. Copy of a social security card for each adult occupant.
5. Written verification for all income represented on the application. Acceptable forms of verification: pay check stubs, 1099 form, W2 form, or tax returns.

If the applicant is approved, upon signing of the lease:

- * First month's rent, security deposit, and \$50.00 rental processing fee must be paid in the form of a money order or cashier's check by the applicant in his/her name.

Co-signer may be considered in the following cases:

- * First-time renter meets the above credit and income requirements.
- * Renter who has not been on the job for 1 year but meets the rental history and credit requirements.
- * Renter who has no credit history but meets the rental history and income requirements.

A co-signer is one who is will guarantee the rent for another person, but will not live in the unit. The co-signer will be on the rental/lease agreement with the applicant and must also sign an indemnification agreement. In order to qualify, a co-signer must be able to cover his/her own bills plus the rent of the applicant's unit. The co-signer will be subject to the qualifications above.

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