

## **RENTAL POLICY**

### **Please Read Carefully**

- I. A complete application will be necessary from each adult applicant.
- II. There will be a \$ \_\_\_\_\_ charge for a credit check and a full security deposit is required at the time application is submitted.
- III. Information will be verified in the following manner:
  - A. A credit check will be completed through Trans Union, PRVS or any other credit verification source.
  - B. Verification of employment and rental references:
    1. Must have verification of a minimum of TWO (2) years favorable rental reference (s).
    2. Must have verification of a minimum of ONE (1) YEAR employment plus income of THREE (3) times the monthly rent. If more than one adult per unit, then aggregate income of persons residing together must be at least THREE (3) times the monthly rent.
    3. Co-signers must have been employed for at least FIVE (5) years and earn an income of at least FIVE (5) the rent. Co-signers must own a home and live locally (Fresno/Clovis).

### **GSF Properties Inc. Supervisor must approve any exceptions to these policies.**

- IV. Please allow at least TWO (2) working days for the application to be processed. An incomplete application (i.e. missing telephone numbers, misspelling, etc.) will result in an additional delay after the missing or incomplete information have been provided.
- V. Upon review and approval of rental application, the Rental Agreement and keys will be picked up at the rental office. The property representative and new residents will complete a checklist of the rental condition and inventory before any tenant property has been moved into the unit. A full month's rent must be collected at this time.