



## STATEMENT OF RENTAL POLICY & TENANT APPLICATION

### A. Non Discrimination Policy

Progressive Property Group (“PPG”) does not discriminate in housing based on national origin, race, religion, physical disability, lifestyle choices or any other basis deemed to be illegal. We do business in Accordance with the Fair Housing Act (The Civil Rights Act of 1968, amended by 1988 Fair Housing Amendments Act).

### B. Rental Qualification Criteria

- Income: Rent may not exceed more than 40% of monthly income available for spending calculated as: 80% of monthly gross income, minus monthly payments on outstanding debt, times 40%. All verifiable sources of income will be considered. Self employed applicants will be required to submit tax returns and/or bank statements. Cosigners will be considered on a case-by-case basis.
- Credit Reports: Credit reports are required for all applicants. Negative credit items will require an explanation from applicants and may be used to disqualify an application.
- References: Applicants will be asked to provide both tenant and employment references. A rental application will not be considered complete without accurate phone numbers and email addresses for former and current landlords and current employers.
- Evictions: Applicants with prior evictions will not be considered. Our screening process may include a check of court records and verification of prior residencies.
- Pets: Pets will be considered based on the preferences of the owners whom we represent. An additional deposit will be required for all pets, as well as a signed Pet Agreement.

### C. Application Process and Fees

- A completed PPG Rental Application form is required for all applicants 18 years of age or older who intend to reside in the unit. All applicants must fill out their application legibly and accurately. Incomplete or falsified applications will be denied.
- A credit report and search for unlawful detainer actions will be performed for all applicants.
- Written verification or proof of all income such as current month bank statement, last 2 current paycheck stubs or last year’s tax returns must be provided. If you have income from child support, disability or retirement, you must provide proof of them.
- An Application Processing Fee of \$30.00 will be charged to each applicant; the fee is nonrefundable if the credit report is processed and references contacted. This fee includes the actual cost of the credit report (\$9.95) as well as the cost to obtain, verify, and process the application (\$21.05).
- An application will not be considered complete until the Rental Application is filled out in its entirety, the Application Processing Fee has been received by PPG, every applicant has seen the unit, and a PPG employee has either met or interviewed each applicant.
- Current and former landlords and employers will be contacted on a confidential basis. If you receive a negative reference, we will share the nature of the negative reference but not its source.

- When more than one application is received for the rental property, the first fully completed application will be considered first. If the first applicant does not qualify or does not accept the rental unit, the second application will be considered. This process continues until the rental unit is rented.
- If an applicant is offered the unit, it will not be removed from active marketing until a Security Deposit is paid in the form of a cashier's check or money order, payable to Progressive Property Group.
- Any false statement or misrepresentation on the Rental Application Form will immediately disqualify the applicant.

**D. Rent Payment & Policy Procedures**

- Cash is never accepted for the payment of rent, security deposits, or any related charges.
- Rent must be paid in full by either one check or, if multiple tenants are occupying a unit, by multiple checks at the same time, and must add up to the total rent due and be paid on time. If any rent checks are returned by the bank for insufficient funds, multiple checks will no longer be accepted and all future rent payments will be required to be made with a single check.
- All rental agreements include a charge for checks returned by the bank for insufficient funds. This fee will be charged, without exception. In the event that there are 2 or more dishonored checks within a 12 month period, all future rent payments shall be made with a certified check, cashiers check or money order.

**I acknowledge receipt of "Statement of Rental Policy" and Receipt of Application fee.**

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

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**RECEIPT FOR APPLICATION FEE**

Received the amount of: \_\_\_\_\_

Received in a form of check number: \_\_\_\_\_

For the following property: \_\_\_\_\_

For the following applicant: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Rental Application for Progressive Property Group**  
**www.progressivesf.com**

Property Address Applying For: \_\_\_\_\_  
Number of People Applying Unit: \_\_\_\_\_  
Proposed Move In Date: \_\_\_\_\_

**A. Personal Information:**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_  
Vehicle(s) Make and License Plate Number(s): \_\_\_\_\_  
Home/Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
How Long: \_\_\_\_\_  
Current Landlord: \_\_\_\_\_  
Landlord Phone Number: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
How Long: \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_  
Landlord Phone Number: \_\_\_\_\_  
Reason for Moving: \_\_\_\_\_

Do You Have Pets: \_\_\_\_\_  
Do You Smoke: \_\_\_\_\_

**B. Employment Information:**

Current Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Occupation/Title: \_\_\_\_\_  
How Long: \_\_\_\_\_  
Supervisor Name/Phone/Email: \_\_\_\_\_  
Gross Income (yr.): \_\_\_\_\_

Previous Employer: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Occupation/Title: \_\_\_\_\_  
How Long: \_\_\_\_\_  
Supervisor Name/Phone/Email: \_\_\_\_\_  
Gross Income (yr.): \_\_\_\_\_

**C. Additional Financial Information:**

Other Sources of Income: \_\_\_\_\_  
Car Loan Balance: \_\_\_\_\_  
Credit Card #1 Balance: \_\_\_\_\_  
Credit Card #2 Balance: \_\_\_\_\_  
Credit Card #3 Balance: \_\_\_\_\_  
Other Loan Balances: \_\_\_\_\_  
Savings Balance: \_\_\_\_\_  
Checking Avg. Balance: \_\_\_\_\_

**D. Other Information: (check one):**

Have You Ever Filed Bankruptcy? YES \_\_\_\_\_ NO \_\_\_\_\_  
Have You Ever Been Evicted? YES \_\_\_\_\_ NO \_\_\_\_\_  
Have You Ever Been Served with Eviction Notice? YES \_\_\_\_\_ NO \_\_\_\_\_

Closest Relative Name, Phone Number: \_\_\_\_\_  
(not living with you)  
Emergency Person Name, Phone Number: \_\_\_\_\_

**I declare the above information is true and correct. I hereby authorize Progressive Property Group to obtain a consumer credit and/or investigative report on myself consisting of, but not limited to, rental and employment verification, criminal, eviction, check scan and driver's license verification. I understand that such information may be derived in whole or in part from Experian, Equifax, TransUnion, Quest Diagnostics, American driving records, AppFolio Inc. and/or other sources.**

I agree (signature of applicant) \_\_\_\_\_ Date: \_\_\_\_\_

**I acknowledge receipt of Statement of Rental Policy and Receipt of Application fee.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Progressive Property Group  
CA DRE Lic.01330950