



## **Performance Property Management Tenant Screening Policy**

Federal and State Fair Housing laws prohibit harassment or discrimination in housing because of age, race, color, ancestry, national origin, religion, disability, sex, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, source of income, immigration status, primary language, citizenship, or military/veteran status.

California law AB12 limits cash security deposits to one months rent. Exceptions to this law apply to landlords who own no more than two properties totaling no more than four doors between both properties. Landlords who are excluded from AB12 may collect up to two months rent as a security deposit.

### **The following requirements are what we deem as necessary to qualify to rent:**

- A completed and signed Application to Rent for each occupant 18 years of age or over.
- Documentation:
  - Current government issued photo identification
  - Social Security Card or Individual Taxpayer Identification Number
  - Proof of income which may include:
    - One month's paycheck stubs
    - Social security award letter
    - Retirement payment schedules
    - Student financial aid award letter
    - Public or government assistance award letters
    - Documentation for other sources of legal and verifiable income
    - Self-employed applicants must bring prior year tax returns and current year profit and loss statement
- A \$50 screening fee for each Application to Rent. If your application is not screened, the screening fee will be refunded in full.

### **Security Deposit Calculation:**

- The cumulative Income to Rent Ratio must be at least 3 times the rent amount. Applicants making 2.5-2.99x the rent amount may be approved with Broker Review and an increased security deposit, if available.
- The highest credit score of at least one applicant must be at least 650. Applicants with a 600-649 credit score may be approved with Broker Review and an increased security deposit, if available.
- When the security deposit calculation conflicts between income and credit score, the higher security deposit amount will be used.