Stanford West Apartments Application Criteria

Stanford West Apartments does business in accordance with the Federal Fair Housing Act. We provide equal opportunity housing for all people. Each person age 18 and above must complete an application. Applications are assessed based on Stanford University's Rental Eligibility Priorities. The apartment eligibility and screening systems are applied equally and consistently to all applicants. Management reserves the right to reject any application that cannot be verified within 5 business days of the application date.

Identification
1. A photocopy of a valid state driver's license, age of majority card, military ID, state issued photo ID, or passport.
2. Social Security number, for the purpose of obtaining a credit report.

Roommates
Each resident and Guarantor is jointly and severally responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all tenants. There must be at least one original leaseholder employed by Stanford University or Stanford Hospital & Clinics on the lease agreement at all times. Any requested change in roommate assignment must be approved by Management.

Rental/Mortgage
This community verifies the last 24 consecutive months of rental/mortgage history. Applicants must demonstrate the ability to fulfill obligations in a timely manner. Any documented complaints, damage, or any other poor references will result in an automatic denial of application. Rental applications reflecting a foreclosure, eviction, skip or money owed to a previous landlord within the last three years will result in rejection of application. Applicants must fulfill all obligations at current residency prior to approval.

In the case that the applicant has no verifiable rental history, they must provide proof of previous residency and timely payment (i.e., owned home, school housing, military service). Applicants with less than 24 months rental/mortgage history will be considered based on their ability to meet all other criteria and the resulting approval rating.

Income
Applicants must demonstrate a stable source of income, with a 30% or less rent to income ratio. The ratio may increase to a maximum 40%, based on the applicant's credit and payment history, ability to meet all other criteria, and the resulting approval rating. Applicants may qualify jointly for income.

Verifiable Income
- Current Employment: Written verification of employment and photocopies of most recent 30 days worth of pay stubs. Paystubs must indicate that taxes are being withheld.
- Self-employed: Tax records showing reported income and paid taxes. Bank statements back three months demonstrating a steady flow of income.
- Unemployed: Bank statements with savings demonstrating a maximum 35% rent to income ratio for the entire lease term.

Other sources of income may include:
1. Newly Employed: Signed, typewritten letter from employer on official letterhead (i.e., department, company, University).
   b. balance has been maintained over three month period, without significant fluctuations.
4. Spousal/child support: Notarized documentation indicating amount and frequency of payment.
5. Retirement Funds: Documentation indicating the amount and frequency of payment. Notarized verification of entire retirement fund balance that must cover rent for the entire lease term.
6. Section 8/Subsidized Rent: Official documentation from agency subsidizing rent (typically HUD). Must include payment amount and length of eligibility. This payment, along with any other verifiable sources of income, must equal the property's minimum income standards.
7. Disability: Official documentation from payment source indicating amount and frequency of payment.
8. Military: Letter verifying income from military, notarized documentation of military housing allowance; or photocopies of paystubs showing income over the last 30 days. Paystubs must indicate that taxes are being withheld; or Notarized documentation of military housing allowance.

Credit
Credit must be in good standing, not to drop below a 66% positive account ratio. Liens, public records/judgments, bankruptcies and foreclosures are automatically considered negative accounts. Poor credit ratings brought about by divorce must be accompanied by a copy of the Divorce Decree and will be assessed based upon the debt responsibility as assigned by the Court.

Initial: _______
Bankruptcy
Provided that the applicant meets the approval rating for all other criteria, the following will apply:

1. Bankruptcies must be closed.
2. The applicant must provide the Court’s discharge documents.
3. All accounts included in the bankruptcy will be rated as one negative account. The applicant must then score a 66% positive account ratio or better.
4. If the bankruptcy was discharged in the last 24 months, an additional deposit will automatically be required. The applicant must still meet the approval ratings for all other criteria.

Occupancy
The maximum occupancy standards are listed below. This includes infants and children. There are no exceptions.

- One Bedroom: 3 persons
- Two Bedroom: 5 persons
- Three Bedroom: 7 persons

Vehicles
The maximum number of vehicles is listed below. There are a limited number of additional garages and carports available for rent.

- One Bedroom: 1 garage
- Two Bedroom: 1 garage + 1 unreserved surface parking space
- Three Bedroom: 1 garage + 2 unreserved surface parking space

Additional Deposits
An additional security deposit may be required based upon the applicant's approval rating. Additional security deposits may be up to one month's rent. This additional security deposit is not a pre-payment of rent, and will only be considered for refund after the resident has vacated the apartment. An additional security deposit is required for residents with pets.

Pet Rent
The monthly pet rent for a dog is $20.00. The pet rent covers costs created by the presence of dogs within our community such as additional administrative and other costs. Pet rent does not cover damage to individual apartments.

Guarantors
Guarantors may be permitted based on approval rating. Guarantors' gross annual income or savings must meet or exceed 4 times the annual rental rate (maximum 25% rent to income ratio). Guarantors must meet all other qualification standards listed. All lease-associated paperwork signed by guarantor must be notarized if not signed at the Leasing Information Center in the presence of a leasing agent.

Pre-Payment of Lease Term
In the case that the applicant does not meet the minimum approval rating, they may pre-pay for the entire lease term of 6 months or greater provided that the applicant has a perfect rental/mortgage payment history for the last 24 consecutive months, and there are no documented complaints from current or previous landlords. This prepayment program must stay in effect until the applicant meets minimum approval ratings.

Lease Term
Each applicant at this community is offered a 12 month lease term upon approval of application. You may sign a lease for less than twelve months; however, short term fees apply for terms of less than six months.

Initial: _______

Application Fee/Holding Fee
There is a $46.50 application fee for each applicant/guarantor. The application fee is not a guarantee of approval for residency. The application fee covers all costs including actual costs for screening in the amount of $18.00 plus costs to obtain, process, and verify information in the amount of $28.50. These costs may include staff time and other soft costs. The application fee is non-refundable. A $500.00 to $1,000.00 holding fee is collected at the time of assignment of a unit. Once your application is approved, you have 72 hours to cancel after which time the holding fee is non-refundable. The holding fee is not a guarantee of approval for residency. Upon final approval of your application, the holding fee will be applied toward balances due for security deposits and any other fees at the time of move-in. If the application is rejected, the holding fee will be returned.

Applicant Signature

Agent Signature

Date

Date
**RENTAL APPLICATION**

**EACH APPLICANT AGE 18 AND OVER MUST COMPLETE A SEPARATE FORM**

Date Desired: ______________________________

If you are interested in an adaptable unit, please check here: ☐

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Soc. Sec #</th>
<th>Driver’s License and State</th>
<th>Birthdate</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Work Phone ( ) Home Phone ( ) Cell Phone ( ) Email Account

<table>
<thead>
<tr>
<th>Other occupants under the age of 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Full name</td>
</tr>
<tr>
<td>2 Full name</td>
</tr>
<tr>
<td>3 Full name</td>
</tr>
<tr>
<td>4 Full name</td>
</tr>
</tbody>
</table>

Do you have a waterbed? ☐ Yes ☐ No

Do you have waterbed insurance? ☐ Yes ☐ No

**PART 1**

**CURRENT RESIDENCE**

<table>
<thead>
<tr>
<th>Current Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Monthly Payment</th>
<th>Move-in Date</th>
<th>Expected Move-out Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Name of Current Landlord/Lender | Mortgage Company | Address of Current Landlord/Lender | City | State | Zip | Landlord/Lender Phone ( )

**PART 2**

**PREVIOUS RESIDENCE HISTORY**

<table>
<thead>
<tr>
<th>Applicant’s Previous Address 1</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Monthly Payment</th>
<th>Move-in Date</th>
<th>Move-out Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Name of Previous Landlord/Lender 1 | Mortgage Company | Address of Previous Landlord/Lender 1 | City | State | Zip | Landlord/Lender Phone ( )

Applicant’s Previous Address 2 | City | State | Zip | Monthly Payment | Move-in Date | Move-out Date |

Name of Previous Landlord/Lender 2 | Mortgage Company | Address of Previous Landlord/Lender 2 | City | State | Zip | Landlord/Lender Phone ( )

**PART 3**

**VEHICLES**

List all vehicles intended to be parked on the premises. Please note that the community policies state restrictions on number of vehicles per apartment.

<table>
<thead>
<tr>
<th>Auto #1 Make</th>
<th>Model</th>
<th>Year</th>
<th>Color</th>
<th>License Plate Number</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto #2 Make</td>
<td>Model</td>
<td>Year</td>
<td>Color</td>
<td>License Plate Number</td>
<td>State</td>
</tr>
<tr>
<td>Auto #3 Make</td>
<td>Model</td>
<td>Year</td>
<td>Color</td>
<td>License Plate Number</td>
<td>State</td>
</tr>
</tbody>
</table>

**PART 4**

**STANFORD AFFILIATION**

Eligibility Priority Category: (Check highest priority)

- ☐ Ta Faculty
- ☐ To Public Safety Officer
- ☐ To Other Staff
- ☐ 2a Stanford Hospital & Clinics
- ☐ 2b Visiting Fellows
- ☐ 2c Employed on Stanford Lands
- ☐ 3 Employed in Palo Alto or Menlo Park or age 62 and above and lives in Palo Alto or Menlo Park
- ☐ 4 All Others

Number of Hours Working Per Week :

Qualifying Employment: Must be employed at least 30 hours per week (75% FTE) at or above the minimum wage during the entire lease term. Lease term cannot exceed duration of Qualifying Employment.

If you checked categories 2c through 4 above, skip to Part 5.

<table>
<thead>
<tr>
<th>Stanford Position</th>
<th>Stanford Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Stanford Supervisor's Name</th>
<th>Stanford Supervisor's Phone</th>
<th>Annual Stanford Income</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

Initial: ___________

FSH: 101116
PART 5  EMPLOYMENT HISTORY

List a minimum of 24 months of employment history.

<table>
<thead>
<tr>
<th>Current Employer</th>
<th>Current Department</th>
<th>Current Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Current Supervisor’s Name</th>
<th>Phone</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Employer Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Current Supervisor’s Name</td>
<td>Phone</td>
<td>Annual Salary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Employer 1</th>
<th>Previous Department 1</th>
<th>Previous Position 1</th>
<th>Start Date</th>
<th>End Date</th>
<th>Previous Supervisor’s Name 1</th>
<th>Phone</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Employer’s Address 1</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Previous Supervisor’s Name 1</td>
<td>Phone</td>
<td>Annual Salary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Employer 2</th>
<th>Previous Department 2</th>
<th>Previous Position 2</th>
<th>Start Date</th>
<th>End Date</th>
<th>Previous Supervisor’s Name 2</th>
<th>Phone</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Employer’s Address 2</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Previous Supervisor’s Name 2</td>
<td>Phone</td>
<td>Annual Salary</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL INCOME 1  Additional income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.

Amount of $________________ per _____________ Source:

ADDITIONAL INCOME 2  Additional income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.

Amount of $________________ per _____________ Source:

PART 6  IMPORTANT INFORMATION

Name of Nearest Relative 1  Relationship  Phone | Address | City | State | Zip

Name of Nearest Relative 2  Relationship  Phone | Address | City | State | Zip

Emergency Contact Name  Relationship  Phone | Address | City | State | Zip

HAVE YOU EVER BEEN:  EVICTED? YES ____ NO ____  CONVICTED OF CRIMINAL OFFENSE? YES ____ NO ____

HOW DID YOU HEAR ABOUT US? _______________________________________________________________________

I understand I acquire no rights in an apartment until I sign this agreement and submit a holding fee in the amount of $________________. Upon approval of tenancy and the signing of an apartment rental agreement, this fee will be credited against my deposit and/or my first month’s rent. In consideration for Landlord holding said apartment at Stanford West Apartments I hereby waive all rights to the return of said holding fee and said fee shall be retained as liquidated damages in the event I do not choose to enter into the agreement applied for herein. In the event said application for tenancy is not accepted, holding fee shall be returned to applicant

NON-REFUNDABLE APPLICATION FEE $________________ per applicant age 18 and above.

Pursuant to State and Federal Fair Credit Reporting Acts, this is to inform you that an investigation involving the statements made on your rental application at Stanford West Apartments, as well as inquiries regarding your character, general reputation, personal characteristics and mode of living may be initiated. You have the right to dispute the information reported. Upon written request, you are entitled to a complete and accurate disclosure of the investigation’s nature and scope as well as a written summary of your rights and remedies under the Fair Credit Reporting Act.

Applicant represents that all above statements are true and complete. Applicant hereby authorizes verification of above information and the performance of a credit check and criminal background check on Applicant as appropriate by all available means. Applicant acknowledges that false information may constitute grounds for rejection of this application, termination of right of occupancy and/or of deposits and may constitute a criminal offense under the laws of the State of California.

I have read and agree to the provisions as stated.

Signed________________________________________  Dated_______________

Applicant

This information sought is solely for use in evaluating the named applicant’s tenancy.

Signed________________________________________  Dated_______________

Agent

Equal Housing Opportunity

***For Office Use Only***

Visual proof of Driver’s License or State I.D.  □ yes  □ no

Additional Garage  _________  Carport  _________  Storage _________

Unit No. _________  Unit Type _________  Lease Start Date _________  End Date _________  Rent $___________  Move in Date _________  Other _________

Application Fee $___________  Date Paid _____________  Check # _____________

Security Deposit $___________  Date Paid _____________  Check # _____________

Pet Deposit $___________  Date Paid _____________  Check # _____________

Agent ______________________________________  Date ________________________________

FSH: 101116