

### **Rental Application Guidelines for South Coast Commercial, Inc.**

Thank you for your interest in renting a property managed by South Coast Commercial, Inc. (SCC). The following guidelines were written to let you know about our basic rental practices and to assist in processing your application in the most timely and efficient manner possible.

1. The rental application, all pages, **MUST BE FILLED OUT IN ITS ENTIRETY**. Blanks will halt the processing of your application. If an item on the form is not applicable, please respond N/A (not applicable).
2. Each adult person must complete a separate application. Co-Signers (guarantors) must complete an application.
3. A valid driver's license, state ID or passport is required along with a verifiable social security number.
4. On page 2 of the application we request **DATE, SIGNATURE and ADDRESS** of the property for which you are applying. We cannot process your application without these three items.
5. We must be able to verify your employment, income and previous rental history. Please make sure the telephone numbers you provide are accurate and include area codes. A current pay stub with year-to-date information is best for income verification. Should you be self-employed, an independent contractor or hold company ownership, a copy of your most recent tax return and current bank statements will be required.
6. We require combined applicants' current gross income to be approximately two and one half (2.5) times the total monthly rent.
7. We require combined applicants to have good credit and reference history. Your credit history will be verified by a credit reporting agency. **AN APPLICATION FEE OF \$30 MUST BE PROVIDED WITH EACH APPLICATION.** Make your check payable to South Coast Commercial, Inc. Cash will not be accepted.
8. Upon approval of your application, the security deposit / holding deposit and first month's rent must be paid in full with a **CASHIER'S CHECK OR MONEY ORDER (ONLY)**. Personal checks are accepted beginning with the second month's rent.
9. Our maximum occupancy standard is one occupant per bedroom plus one, i.e. 2 occupants for a one bedroom, 3 for a two bedroom, etc.

You may mail or deliver your completed application(s) to 3405 Kenyon Street, #411, San Diego, CA 92110. Our office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Faxed applications will not begin processing until an application fee is received. Our fax number is toll free 1-(866) 861-7803.

South Coast Commercial is an Equal Housing Opportunity supporter, committed to providing excellent service to all in an efficient and friendly manner. Should you have any questions, please ask.