



HOW TO RESERVE YOUR APARTMENT AT BLVD63

You will need to submit the following items in order to successfully apply for a unit at BLVD63:

- Holding Deposit (1 per unit)
- Application Fee (please contact the office for any current specials regarding application fees)
- Application to Rent (detailed instructions below)
- Signed Qualifying Criteria
- Proof of Income

Each resident should submit the following components:

1. Application
2. Signed Qualifying Criteria
3. Application fee of \$40
4. Proof of income OR a guarantor (see below)
 - a. Self-qualifying residents must show no less than 2.7 times the monthly rent amount.
 - b. Accepted forms of proof of income include: most current tax return, 1099, W2, 2 current and consecutive paystubs, proof of government payments, etc. Just one of the listed forms of income will be sufficient.

Each guarantor should submit the following components:

1. Application
2. Signed Qualifying Criteria
3. Application fee of \$40
4. Proof of income
 - a. As stated in the Qualification Criteria, guarantors must show at least 4 times the monthly rent in their gross monthly income. Since there is one lease per unit, all guarantor's incomes are combined. If guarantors will be provided to qualify, only guarantor income will be used to qualify, no resident income may be used. There is one lease per unit at BLVD63. Guarantors will be screened together & will be jointly liable for guaranteeing all residents in the unit. We recommend there are as many guarantors as there are residents.
 - b. Accepted forms of proof of income include: most current tax return, 1099, W2, 2 current and consecutive paystubs, proof of government payments, etc. Just one of the listed forms of income will be sufficient.

FAQ

PAYMENTS: A Holding Deposit of \$150 is required to reserve a unit and a \$40 application fee is due for each resident and guarantor. Application fees & deposits must be provided in separate checks. You may pay the Holding Deposit via check, money order or by credit card online at [IVR](#). Please be aware that there is a transaction fee of \$24.95 if you pay using [IVR](#). To submit your Holding Deposit, you may either visit the office in person or send to 6345 El Cajon Blvd, San Diego CA 92115. Please be sure to include both your name and unit number (if applicable) on the payment.

APPLICATION: Please fill out the application fully. On the back of the application you will find a section that requires the specific unit number, installment amount, and deposit amount. If you have not chosen a unit yet, please contact the office during business hours for further assistance. Unit availability can change at any time depending on demand. Each person who will be living in the apartment must complete an Application to Rent.

TIMELINE: Applicants should not apply until they have all of their roommates solidified and they can turn in all applications. All Applications to Rent and supporting documentation should be submitted to our office immediately, at the time of applying, no later than 7 days after reserving your unit. BLVD63 reserves the right to cancel applications that are not completely submitted within 7 days. Please coordinate with your roommates to ensure that all paperwork is submitted in a timely fashion. Once all Applications to Rent (including guarantor applications, if necessary), the signed Qualifying Criteria, and Proof of Income, are received we will screen the applications for approval. If approved, you will be notified in writing and your Lease Packet will be sent to you electronically.

APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN			
Other names used in the last 10 years			Work phone number		Home phone number		Mobile/Cell phone number		
Date of birth		E-mail address				Fall Classification: Please circle one Fresh/Soph/Junior/Senior/Grad/NA			
Photo ID/Type		Number		Issuing government		Exp. Date			
						Gender (please circle): Male Female Neutral			
1.	Present address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving out						Current rent \$_____ /Month		
2.	Previous address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving out								
3.	Previous address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone Number		
	Reason for moving out								
Proposed Occupants: List all in addition to yourself	Name			Name					
	Name			Name					
	Name			Name					
Do you have pets?	Describe			Do you have a waterbed?		Describe			
How did you hear about this rental?									
A.	Current Employer Name				Job Title or Position		Dates of Employment		
	Employer address				Employer/Human Resources phone number				
	City, State, Zip				Name of your supervisor/human resources manager				
Current gross income				Check one					
\$ _____				Per: <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B.	Prior Employer Name				Job Title or Position		Dates of Employment		
	Employer address				Employer/Human Resources phone number				
	City, State, Zip				Name of your supervisor/human resources manager				
Other income sources _____ Amount \$ _____ Frequency _____									
Other income sources _____ Amount \$ _____ Frequency _____									

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Have you ever been convicted of a felony for violent crime against persons or property? _____

I represent that the information above is true and correct, I authorize Owner/Agent to verify the information above and to investigate my credit, employment, rental, and criminal history. I authorize Owner/Agent to obtain reports that may include credit reports, investigative consumer reports, unlawful detainer (eviction) reports, bad check searches, criminal background searches, social security number verification, fraud warnings, previous tenant history and employment history. I authorize Owner/Agent to disclose tenancy information to previous or subsequent landlords and property management companies. I agree to provide additional information upon request. **If any information contained in this application is false, Owner/Agent may elect to immediately terminate the tenancy.**

By checking this box, you agree to receive communications from our property via Text, Email, and Phone. You may opt out at any time by responding to any message you receive with "STOP".

The undersigned is applying to rent the premises designated as:

Unit No./Type _____, located at _____.

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant will pay all sums due, including required security deposit of \$ _____, before occupancy.

A holding deposit of \$ _____ has been submitted to reserve the apartment home listed above. This amount will be refunded if the applicant withdraws the application in writing within 7 days of the date of the signed application or if the application is denied.

Applicant (signature required)

Date

RECEIPT FOR TENANT SCREENING FEE

On _____, 201____, Owner/Agent received an application screening fee of \$ _____, from the applicant above. The application screening fee is non-transferrable and non-refundable. The application screening fee is itemized as follows:

Actual cost of credit report, investigative consumer report, unlawful detainer (eviction) report, bad check search, criminal background search, social security number verification, or other screening reports	\$ 12.50
Cost to obtain, process and verify screening information (may include staff time and other soft costs)	\$ 27.50
Total	\$ 40.00

QUALIFICATION ACKNOWLEDGMENT

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our communities. Nothing contained in these requirements shall constitute a guarantee or representation by Greystar that all residents and occupants currently residing in our community have met, or currently meet these requirements. Qualification standards include, but are not limited to the following criteria:

IDENTIFICATION. All applicants must present a valid government issued photo identification card.

INCOME. All applicants must have a verifiable source of income in an amount in accordance with current community guidelines, but no less than 2.7 times the rental rate. If this criterion is not met, the applicant will be required to obtain a qualified guarantor. Financial Aid may be used to qualify, but is subject to certain terms and conditions. ***Scholarships, study subsidies and/or inconsistent income (commissions or tips) will require written verification.**

CREDIT & RENTAL HISTORY. A credit report will be processed on each applicant. Applicants without a SSN will have their credit run using a secondary method. Your application will be evaluated against an expert scoring model where factors such as a credit bureau score, trade lines, collections, income to rent ratio, payment histories, etc. are evaluated. Approval will be based on credit scoring, income requirements and an eviction check.

- A report of foreclosure will result in a “Low Accept or Conditional Approval” as long as all other criteria are met.
- Dismissed or discharged bankruptcy will be allowed if all other qualifying criteria are met.
- There is an automatic disqualification for a “Decline” result, if the credit report shows an active bankruptcy, unpaid collections-debt to landlords, evictions, unpaid liens and unpaid judgments.
- If the applicant is declined due to credit only and does not have an active bankruptcy, unpaid collections-debt to landlords, evictions, unpaid liens and unpaid judgments, a “Conditional Acceptance” approval will display and the applicant will be required to pay a deposit equal to two (2) months effective rent or provide a qualified guarantor.
- If the application comes back with a “Refer” status as a result of limited credit history or not having a SSN, the applicant will be required to pay a deposit equal to two (2) months effective rent or provide a qualified guarantor.

GUARANTORS. For guarantor supported applications, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount no less than **4 times** the rental rate. A guarantor may not be accepted for lack of credit, or lack of income. The guarantor must pay an application processing fee, sign the Guarantor Contract, and may be subject to criminal screening. **Guarantors will be held fully responsible for the lease should the occupying resident default.**

CRIMINAL HISTORY. A criminal background check will be conducted for each applicant and occupant. It is possible your application may be denied due to criminal convictions or charges.

OCCUPANCY. The maximum number of residents permitted to dwell in an apartment shall not exceed two (2) occupants per bedroom.

PETS. Pet restrictions vary at each community. If you have pets, please see your leasing representative for more information.

FAIR HOUSING. Greystar is committed to compliance with all federal, state, and local fair housing laws. Greystar subscribes to a universal policy for the achievement of equal housing and no person will be discriminated against because of race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other local laws protecting specific classes. All persons involved with the leasing and operation of apartment homes are provided with diversity training on fair housing laws and Greystar corporate policies.

