



Thank you for your interest in an IRVIN REAL ESTATE property. Below, you will find the instructions and criteria required for applying for a property managed by IRVIN REAL ESTATE. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact IRVIN REAL ESTATE at (925) 300-5855.

### **Application**

- It is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application.
- IRVIN REAL ESTATE accepts only signed applications.
- If a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask a IRVIN REAL ESTATE representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and IRVIN REAL ESTATE obtains approval from the owner.
- IRVIN REAL ESTATE processes applications after receipt, but selection is not a first-come, first-served process.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport.
- Deliver applications to IRVIN REAL ESTATE. 1255 Treat Blvd., Suite 300 Walnut Creek, CA 94597. If mailing an application, please call (925) 300-5855, for instructions. You can also Fax to 1-866-754-5326. Or email to: [irvinmatthew@gmail.com](mailto:irvinmatthew@gmail.com)

### **The Application/Processing Fee**

- A \$34.95 application fee is required per application, without exception, and is non-refundable.
- A \$34.95 application fee for cosigners is required as well, and is non-refundable.
- This fee is to cover the costs incurred while processing the application.

### **Basic Criteria**

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

### **Income**

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- IRVIN REAL ESTATE must be able to verify all income sources, and IRVIN REAL ESTATE reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

### **Credit**

- IRVIN REAL ESTATE obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- IRVIN REAL ESTATE accepts discharged bankruptcies, if the prospective tenant has re-established good credit,
- Negative credit reports can be grounds for denial of an application.

### **Rental History or Property Ownership**

- IRVIN REAL ESTATE requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

### **Acceptance/denial**

- IRVIN REAL ESTATE notifies applicants of acceptance or denial within 5-7 business days of application, unless IRVIN REAL ESTATE cannot complete verifications. If more documentation is required, IRVIN REAL ESTATE will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the IRVIN REAL ESTATE Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant IRVIN REAL ESTATE results in the denial of all applicants.
- Giving false information is automatic grounds for denial.