



APPLICATION INSTRUCTIONS

RENTAL APPLICATION POLICY

Thank you for applying with Wellspring Property Management (WPM) for your housing needs. In order to serve you, we feel it's imperative that you are made aware of, and fully understand, our application policies and procedures.

Each adult over the age of 18 years needs to submit an application. The Application Fee is \$47 + \$5.00 Processing Fee = \$52.00 (USD) per adult and it is non-refundable.

Before you apply for the home, read the following information carefully concerning the approval process. If you have any questions, contact our Resident Services Coordinator at PM AssistantRC@WELLSPRINGPM.COM during business hours. Monday to Friday 9:30am to 5:00pm PST.

Wellspring Property Management is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, or any other protected class. We also comply with all state and local fair housing laws. Approval is based on SEVEN factors:

1. Identification Verification
2. Credit History & Verification
3. Rental History & Verification
4. Income History & Verification
5. Employment History & Verification
6. Criminal Background & Terrorist Database Search (Addendum Attached)
7. Pet Criteria (Addendum Attached) "[Petscreening.com Pet, Animal & No-Pet Profile](#)"

Please read this document carefully before signing. It is the policy of this management company that applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri, excluding Holidays). All applications for the same property must be submitted for final decision. Full applications will take priority over incomplete applications.

An application will contain:

1. Signed WPM General Rental Criteria, Rental Application Policy and Procedures Form
2. Signed WPM Properties Privacy Notice (Full Addendum Attached)
3. WPM Properties Residential Lease Application; (One for each individual 18 years and older)
4. \$52 Application fee for each WPM Residential Lease Application submitted

Required Supportive Documentation:

1. Valid Driver's License or other Photo ID for each Residential Lease Application submitted
2. Verifiable Proof of Income (Offer Letter, 2 Months of Bank Statements & 2 months of paystubs or 2 years of tax returns if self-employed/1099)
3. Completed Pet Screening Profile (Required by all Applicants) Copy and paste the following link in another tab: <https://wellspringpm.petscreening.com/>

Lease Processing Fee: There will be a one-time lease processing fee of \$125 charged and it will need to be paid at the time of your lease signing.

General Rental Criteria

Two Years of Good Rental History: No Evictions in the last 3 years unless you have verifiable documentation of landlord irresponsibility. However, an eviction due to property damage by the resident will not be accepted under any circumstances. No history of any damage to the residence, or an outstanding balance due to a previous landlord. If you have no prior rental history then you must have a qualified cosigner -the cosigner must be a resident of California, have a good credit history and be willing to sign the lease. We can accept base housing as rental history

Verifiable Gross Income: Minimum of three times the rent charged on the residence. Section 8 vouchers and certificates may be accepted. The resident must meet the same criteria as those seeking non-subsidized housing.

Criminal Background Check: Residency may be denied due to criminal history (see Criminal Background Criteria)

Credit History: Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collection. Residency may be denied due to poor credit history. Security Deposits are contingent upon credit scores and pets. All lease holder's credit scores are averaged. See below

Credit Score 1-599 will be declined

Credit Score 600-614: Minimum 1.25x monthly rent for security deposit

Credit Score 615 and higher: Minimum 1x the monthly rent for security deposit.

Co-signers are eligible to help increase your credit score if needed. Qualified co-signer's Credit Score must have a minimum of 700 or higher and meet income qualifications.

Example: Applicant Credit Score = 500 + Co-signer Credit Score = 700, Average Credit Score = 600

Maximum Occupancy: Please note that these are the maximum number of occupants who may occupy homes with the number of bedrooms noted:

Studio - 2 Occupants

1 Bedroom - 3 Occupants

2 Bedrooms - 5 Occupants

3 Bedrooms - 7 Occupants

4 Bedrooms - 9 Occupants

5 Bedrooms - 11 Occupants

Non-Disparagement Clause: You will be required to sign a Mutual Non-Disparagement Clause with your lease. This Clause protects yourself and Wellspring Property Management from disparaging comments, verbally or in writing that could be injurious to business, reputation, property or disparaging comments which are false. (Addendum Attached)

Property Condition: Applicant is strongly encouraged to view the Property prior to signing any lease. Landlord makes no express or implied warranties as to the Property's condition. Should Applicant and Landlord enter into a lease, Applicant can request repairs or treatments (see question section below).

Criminal Background Criteria

Reasons you may be denied based on criminal background. All convictions for the last 7 years will be reviewed.

- Convictions for Manufacturing or Distribution of controlled Substances
- Past convictions that indicate a risk of safety for employees, residents or the property

APPLYING FOR

Please list the address you are applying for.

- Address *
- Unit/Apt #
- City *
- State *
- Postal Code

LEASE INFO

- Rent Amount *
- Security Deposit *
- Move In Date *
- Length of Lease (months):

First Name *

Middle Name

Last Name *

Cell Phone *

Email *

Date of Birth *

SSN / ITIN *

Drivers License # *

License State *

How were you referred to us? *

EMERGENCY CONTACTS

Please list someone who will not be residing at the property with you.

VEHICLES

Please list all vehicles that will reside on the property.

OCCUPANTS

Please list all occupants under the age of 18. Every occupant 18 years or older must submit a separate application.

Please list all occupants that will be living at the property:

ANIMALS

PET POLICY

Wellspring Property Management has a very basic pet policy. Most of our properties allow almost any pet you could imagine! We have had Labs and Chihuahuas, cats and mice (not together of course), snakes, ferrets, birds and rabbits. We understand that a pet plays a significant part in many people's lives, so we strive to allow most animals in most of our rental properties. Please make sure to ask if the property that has caught your eye accepts pets. Pet Screening Profiles are required for every applicant applying for one of our properties. Pet Screening provides a risk level assessment for each pet profile which is based on the over risk of the pet. Pet Fees are based upon those Paw Score Risk Levels. Pet Screenings & Policy Affirmations can be completed by going to: <https://wellspringpm.petscreening.com/>

Regardless of prior consent, Wellspring Property Management reserves the right to have any pet removed from the property if it is determined that the pet poses a threat to the safety or condition of the property or any people in the property or the community.

Wellspring Property Management charges a pet fee each month for each of your pets. The term "pet fee" is simply a fee you will pay for the allowance of your pet to occupy the rental unit with you. Pet fees are charged on a monthly basis and are paid with your property rent. The charges breakdown as follows for each paw score risk level and non traditional pets:

Pet Processing & Lease Addendum Fee for Pets*

Increased Deposit: \$250 per pet

Monthly Pet Fees:

1 Paw - \$50

2 Paws - \$40

3 Paws - \$30

4 Paws - \$20

5 Paws - \$10

Dogs and Cats: Based on Paw Score

Birds (per cage): Small Breed \$10, Large Breed \$25

Cages Pets: \$10

Water Filled Tanks: \$10 per gallon

Farm/Exotic Pets: Case by case basis

Please list all animals that will be living at the property:

CURRENT ADDRESS

Please list where you currently reside.

Address *

Unit/Apt #

City *

State *

Postal Code *

Rent / Own *

Monthly Payment *

Move In Date *

Manager Name *

Manager Phone *

Manager Email *

Reason for Leaving *

ADDRESS HISTORY: Please list the last 2 year address history with landlord contact information:

EMPLOYMENT HISTORY

Please provide all relevant employment history.

Is This Your Current Employer? *

Employer Name *

Employer Phone *

United States

Enter phone number

Employer Address *

Supervisor Name *

Supervisor Title *

Supervisor Phone *

Supervisor Email *

Position / Job Description *

Monthly Salary *

Start Date *

End Date

OTHER SOURCES OF INCOME

Please list any additional sources of income (ie: child support, government assistance, alimony)

Income Verification: Please provide the last 60 days of paystubs, offer letter, or other proof of income.

Identity Verification: Please provide a front and back copy of your Valid Government Issued ID

Required Supportive Documentation Examples:

Valid Driver's License or other Photo ID for each Residential Lease Application submitted

Verifiable Proof of Income (Offer Letter, 2 Months of Bank Statements & 2 months of paystubs or 2 years of tax returns if self-employed/1099)

Completed Pet Screening Profile (Required by all Applicants) Copy and paste the following link in another tab:

<https://wellspringpm.petscreening.com/>

REVIEW & SIGN

Signature: _____

PRIVACY NOTICE

You have chosen to do business with Wellspring Property Management and we are obligated to honor the relationship with great care, beginning with the confidential information that may come into our possession during the course of your transaction with us. We believe that your privacy should not be compromised and are committed to maintaining the confidentiality of that information. You can be assured that we are respecting your privacy and safeguarding your "nonpublic personal information". Nonpublic personal information is information about you that we collect in connection with providing a financial product or service to you. Nonpublic personal information does not include information that is available from public sources, such as telephone directories or governmental records.

We collect personal information about you from the following sources:

Information we receive from you on applications or other forms

Information about your transactions with us

Information about your transaction with non-affiliated third parties

Information we receive from a consumer-reporting agency

We respect the privacy of our customers, and we will not disclose nonpublic personal information about our customers or former customers to anyone, except as permitted by law. We restrict access to nonpublic personal information about you to those employees who need that information to provide products to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information. We will not disclose nonpublic personal information about our customers or former customers to nonaffiliated third parties, except permitted by law. Wellspring Property Management recognizes and respects the privacy expectations of our customers. We want our customers to understand our commitment to privacy in our use of customer information. Customers who have any questions about the Privacy Policy or have any questions about the privacy of their customer information should email Wellspring Property Management at info@wellspringpm.com

MUTUAL NON DISPARAGEMENT CLAUSE

The parties to this agreement mutually agree and covenant not to disparage one-another by publishing to any third-party, verbally or in writing, derogatory statements, "reviews," comments or remarks that are, or could reasonably be construed as being, injurious to the other's business, reputation or property and/or which are false, or would tend to cast a false or negative light on the other, including without limitation, statements of opinion, comparison or evaluation. The categories of statements expressly prohibited by this agreement shall include, but are not limited to statements, including written, photographic or video-based reviews, testimonials or evaluations, published on any internet website, crowd-sourced review publication or database (including but not limited to Yelp, Facebook, Google Maps, Twitter, Angie's List, Manta, Rip-off Report, Consumer Affairs, Google Reviews) whose subject matter is, whether in whole or in part: (i) the performance or breach by the other party of any of such party's obligations under any written agreement entered by the parties (whether prior or subsequent to this Agreement), including without limitation any lease or property management agreement; (ii) the performance or breach by the other party of any legal or regulatory duty; (iii) the physical condition of any real property, including without limitation required repairs or maintenance, or requests therefore; and (iv) the payment, refund or accounting for any security deposit.

Anything to the contrary herein notwithstanding, the parties acknowledge and agree that this agreement is intended to constitute a voluntary, mutually agreed and mutually binding waiver and restriction of certain rights of the parties, including the ability to speak publicly, but shall not prohibit any party from publishing or making factual and accurate statements about the other party to any of the following:

law enforcement agencies;

regulatory agencies, including the California Department of Real Estate;

.courts of this state, to the extent that such statements are made in connection with a legal proceeding;

an attorney representing the party making the statement(s); and/or

any credit bureau or other reporting agency, provided that the statements otherwise comply with applicable laws.

If any dispute arises regarding whether any remark, statement, or publication is disparaging or otherwise violates this agreement, the parties agree that for purposes of this provision, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the party publishing the same removes the statement and/or publication; and (2) the statement and/or publication is not removed from publication within 72 hours of said written request. The parties mutually agree that breach of this agreement shall subject the non-breaching party to damages, the amount of which are difficult to determine. Accordingly, the parties agree that damages for failure to comply with this provision shall be liquidated at \$500.00 per day for each day that a disparaging statement remains in publication following the 72-hour notice and demand period herein specified.

The parties further agree that enforcement of this provision is appropriate through injunctive relief, notwithstanding any rights of the parties under the First Amendment to the United States or other codified statute, regulation, or code, and that any party who prevails on enforcement of this provision shall be entitled to recover from the non-prevailing party all costs and attorney fees associated with the enforcement hereof. The parties to this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement is enforceable at any time should any party publish a disparaging statement in violation hereof.

All information provided on this application is, to the best of my knowledge, complete and accurate. Discovery of false or omitted information constitutes grounds for rejection of this application without refund. I understand that I am applying to this rental property and give my permission to use information submitted. I understand that there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, criminal and background check will be completed and I give Wellspring Property Management my permission to request and use those reports.

Signature: _____