



Jamison Management Company  
 A California Corporation  
 107 W. Torrance Boulevard, Suite 104, Redondo Beach, CA 90277  
 Tel (310) 798-9154 Fax (310) 798-9164

**CREDIT SCREENING POLICY**  
**As of January 13, 2017**

**Property Address:** \_\_\_\_\_

Jamison Management Company is an Equal Opportunity Housing provider. It is the policy of this Company to screen all applicants for an apartment on these premises according to the guidelines below:

- A. **Complete Rental Application:** Applicant must provide accurate and honest answers for all fields on the application. If a field is not applicable, applicant must write "N/A" in the field.
- B. **Identification:** Applicant must provide a valid government issued identification card and social security card.
- C. **Positive Rental History:** "We reserve the right to deny an application if we cannot verify rental history."
- D. **Income Requirements:** Applicant(s) must earn verifiable monthly gross income equal to or greater than 2.5 times the monthly rent. Income from all adult applicants may be combined to meet this income requirement.
  - a. Employed Applicants must provide a copy of the three latest paycheck stubs for income verification.
  - b. Self-employed Applicants must provide a copy of their latest Federal year tax return and business license, as applicable. In lieu of the tax return, applicant may provide a copy of the last three bank statements showing deposits greater than four times the monthly rent and copies of all 1099's issued to applicant.
  - c. Students must provide a copy of their student ID, their current class schedule and verifiable income. A Guarantor may be used if applicant does not qualify alone. In such case, the Guarantor must earn at least four times the monthly rent and be approved with good credit.
- E. **Fair to Good Credit Record:** Applicant must have fair to good credit to qualify.
  - a. Applicant may not have any prior evictions.
  - b. Applicant may not have any open bankruptcies.
  - c. If applicant has prior bankruptcies, applicant must have good credit since the bankruptcy.
  - d. Applicant may not have any outstanding collections with prior apartment communities or landlords exceeding \$150.
  - e. The majority of all trade accounts must be in good standing.
- F. **Criminal Background Check:** Applicant may not have any felonies on record. Applicant may not have been convicted of any crimes against person, property or drug related offense within seven years of disposition, release or parole.
- G. **Occupancy Limit:** Two people per bedroom, plus one.

NOTE: All approved applicants must submit the security deposit within 48 hours of approval date in order to secure the unit. If no payment is received within that period we will move on to the next qualified applicants. Deposit and 1<sup>st</sup> month rent payments must be in the form of a Money Order or Cashier's Check, payable to Jamison Management Company.

By signing below, I acknowledge that the credit screening criteria has been communicated to me and I understand that my application fee is non-refundable.

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_