



**SOTO Property Solutions** screens all prospective tenants. The screenings consist of rental history, employment verification, criminal background check, and credit check.

Applicants must meet the following criteria:

**Rental history** – Applicants must have a rental history with no evictions and must have positive feedback from previous landlords regarding giving notice to vacate, completion of lease, and condition of property. Absent of a rental history, applicant must have a co-signor (co-signor must complete an application and meet employment and credit criteria), or applicant must have owned their own home.

**Employment verification** – Applicants need to supply their most recent pay check stub as employment verification. Stub must show pay rate and year to date totals. Self-employed applicants must present previous year tax return. Unemployed or retired applicants must provide written proof of either government assistance or retirement income.

**Credit - SOTO Property Solutions** will not rent to any applicant who has multiple accounts in collection, multiple accounts past due, or shows monthly payments in excess of 40% of monthly gross income. An exception is made for medical accounts.

**EXCEPTIONS TO THE ABOVE CRITERIA MAY BE MADE AT THE SOLE DISCRETION OF SOTO Property Management. ADDITIONAL SECURITY DEPOSIT MAY BE REQUIRED.**

**Criminal - SOTO Property Solutions** will not rent to any applicant who has recently been convicted of a crime against persons or property, has been recently convicted of drug related offense, or is a registered sex offender. Criminal background will be reviewed on a case by case basis.

**Identification** – All applicants must present a government issued photo ID.

If applicant cannot meet one or more criteria (except criminal and ID), applicant may use a co-signor. Co-signor must complete an application and meet employment and credit criteria.

The application form should be completed in its entirety. Missing data will cause delays in the approval process.

An application is required for each adult (18 years of age or older) who will occupy the property.

There is a \$30 application fee per applicant. Co-signor application fee is \$15. Applications will not be accepted or processed without application fee.

Application fees are non-refundable.

I have read and understand the screening criteria. Initial\_\_\_\_\_

**SOTOPROPERTYSOLUTIONS.COM**

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# RENTAL APPLICATION

PLEASE FILL OUT COMPLETELY. MISSING INFORMATION WILL DELAY APPROVAL PROCESS.

Property Address Applying For: \_\_\_\_\_

Street

City

Rent Amount: \_\_\_\_\_

Application Date: \_\_\_\_\_

Requested Move in Date: \_\_\_\_\_

Do you have pets? Y/N

Keeping of pets requires a pet fee, increased rent, and owner's consent.

## Applicant Information

First name

Middle Name

Last Name

Social Security Number

Date of Birth

Driver License Number

Phone number

Alternate Phone Number

Email Address

## Spouse Information

First Name

Middle Name

Last Name

Social Security Number

Date of Birth

Driver License Number

Phone Number

Alternate Phone Number

Email Address

## Minor Children

First Name

Last Name

First Name

Last Name

First Name

Last Name

## Residence/Rental History

Please inform your landlord we will be contacting them.

Current Residence:

Rent  Own

Current Address

City

State/Zip

Landlord Name

Landlord Phone Number

Monthly rent

Lease Start Date

Lease End Date

Reason for leaving

(over)

**Prior Residence:**

Rent    Own

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Zip

\_\_\_\_\_  
Landlord Name

\_\_\_\_\_  
Landlord Phone Number

\_\_\_\_\_  
Monthly rent

\_\_\_\_\_  
Lease Start Date

\_\_\_\_\_  
Lease End Date

\_\_\_\_\_  
Reason for leaving

**Employment**  
Applicant:

**You must provide a recent paystub.**

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Employers Phone Number

\_\_\_\_\_  
Employment Start Date

\_\_\_\_\_  
Monthly Gross Pay

\_\_\_\_\_  
Position

**Spouse:**

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Employers Phone Number

\_\_\_\_\_  
Employment Start Date

\_\_\_\_\_  
Monthly Gross Pay

\_\_\_\_\_  
Position

**Emergency Contacts**  
Primary:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

**Alternate:**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

I understand that I acquire no rights to the property in which I am applying for until I sign the lease agreement and pay the first months rent plus full security deposit. I also understand that falsification of any information on this application will be considered a breach of contract which may lead to eviction from the property and loss of security deposit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date



**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that **SOTO Property Solutions** may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **SOTO Property Solutions** tenant policies.

I authorize **Appfolio Property Manager** and any of their agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **SOTO Property Solutions**.

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Appfolio Property Manager** and **SOTO Property Solutions** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Signor Signature

\_\_\_\_\_  
Print Name Clearly

Date: \_\_\_\_\_