

Applicant Screening Process

A. GETTING STARTED --

First read the applicant screening Process and Rental Criteria requirements thoroughly, and satisfy yourself with their content. When you are ready to complete the applicant screening process, have each prospective adult applicant complete the following steps:

- 1 -- read thoroughly, satisfy yourself with the content, submit your signed & dated rental criteria
- 2 -- completely fill-in, sign, date and submit the completed application form
- 3 -- provide one valid form of government issued identification noted below for identity verification***
- 4 -- pay the per applicant screening fee per the notes below
- 5 -- receive your written receipt for the screening fee
- 6 -- be prepared to wait at least one business day for the application evaluation to be completed

*** The valid government-issued photo identification, such as your passport, foreign or domestic drivers' license, or foreign identification card is required for identity verification of each prospective tenant only. Guarantors must provide 2 forms of the same referenced identification and must own property here in the state of California, or reside in the County of San Diego. The screening fee of \$35 US dollars per adult applicant. (\$35 fee must be cash, cashiers check or money order payable to Real Equity Assets Inc.) (\$29.58 is cost of credit & background check + \$5.42 for reimbursable administrative costs).

We will initiate the applicant screening process in the order that we receive them and their corresponding fee payment. However, if during the screening of your application we are unable to verify your income or reserves, or unable to contact your previous property manager to verify rental history then the subsequent processing time-frame of your application may be delayed. In order to help expedite the screening of your application, please provide the noted supporting documentation that will help verify your income or, reserves and/ or rental history more quickly. If possible, we recommend that you provide the supporting documents along with your completed application.

B. ONCE APPLICANT IS APPROVED --

In order for the approved applicant to be considered qualified, the applicant must be able to complete or provide the following items noted below for reserving and/ or moving in to unit.

NOT YET READY FOR MOVE-IN

- 1) If you have met the requirements of the rental criteria and become an approved applicant, but are not moving into the rental unit immediately, then you will need to reserve the rental unit. To secure your reservation of the unit, you will need to complete the following:
 - i. complete and sign a holding deposit agreement that reserves the rental unit in your name.
 - ii. submit a holding deposit in the form of cash, cashiers check or money order payable to Real Equity Assets, Inc. The holding deposit is NOT an additional cost, but merely a portion of your total move-in cost, that is collected up-front to hold the unit, until your move-in day. Holding deposit is calculated by taking the monthly rent divided by 30, then multiplied by the number of holding days prior to move-in.
 - iii. review and acknowledge our rental agreement within 1 one day of your application being approved.

READY FOR MOVE-IN

- 2) Sign our rental agreement before your move-in date, in which you agree to abide by all stipulated rules and regulations.
- 3) Pay your Net balance of your move-in costs (remaining security deposit and first months rent in full) with cash, cashier's check or money order per the amount noted in the rental agreement and made payable to Real Equity Assets, Inc. No personal check or credit cards will be accepted for the initial move-in payment.

C. IF APPLICANT IS NOT APPROVED --

If your application is NOT approved, you may request a copy of your consumer credit report, or request a correction of the information from the specific agencies noted in the rejection notice.

See Applicant Screening Rental Criteria ([LINK TO RENTAL CRITERIA](#))