

# *Hawk Mgmt, Inc.*

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## APPLICANT SCREENING CRITERIA

### Rental Requirements:

- All persons 18 or older must apply.
- All rental discussions will be conducted in English. If you do not speak English, please bring an interpreter over 18 years of age to assist you when you are viewing apartments or signing any paperwork.
- Application fee is \$52.00 per applicant and is non-refundable.
- It is your responsibility to have all people in your party view the unit prior to applying. If you decide to apply without viewing the unit first, you will still be held responsible for the lease, as though you did see the unit.
- Applicant(s) must have a total of twelve months positive rental/mortgage history for approval.
- Unlawful Detainers and/or outstanding debts to a landlord could result in denial.
- If the applicant has less than twelve months positive rental history, a co-signer and/or increased deposit could be required.
- You must have a governmental issued photo identification (state driver's license, passport).
- You must have a Social Security card or TIN.
- No felony convictions for manufacturing of an illegal substance.
- Some pets may be allowed with additional deposits, documentation, and additional rent may be required. Please inquire before applying. All pets and animals will need to be run through [www.petscreening.com](http://www.petscreening.com)
- Occupancy limits are 2 persons per bedroom and 1 in the living room.
- Our office does not accept incomplete applications. Completed applications are processed on a first come first served basis.
- If you are approved, you will have 48 hours to sign your lease and provide us with the full security deposit. The longest we can hold a unit is two weeks from the date you applied. Should you end up not moving in for any reason, we will bill you a daily rate from the date you applied until the unit is filled. The first month's rent is due at move in, and the prorated amount, if any, will be due the second month.

### Employment Requirements:

- Applicant(s) must have twelve months current employment history (income, paystubs, bank statements, or income tax records).
- Three months of paycheck stubs and/or bank statements will be required to verify income.

### Rent to Income:

- Applicant(s) are required to make at least 3 times the amount of the rent for approval.

### Credit Criteria:

- Applicant(s) must have good credit and a FICO score of 700 or higher for approval.
- If applicant has no established credit, a co-signer and/or increased deposit of up to two times the monthly rent amount may be required.
- Bankruptcies must be discharged, or the application could be denied.

### Co-signer:

- If a co-signer is required, they must meet the above criteria with the following changes: they must make 5 times the rent and have a FICO score of 750 or higher. A Co-signer must be a resident of California.