



Los Angeles Corporate Division
11215 SOUTH WESTERN AVENUE
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TEL: (323) 754-2818 · FAX: (323) 754-0540



www.intlrealtyinvestment.com

Long Beach Division
1100 E. WARDLOW ROAD
LONG BEACH, CALIFORNIA 90807-4726
TEL: (562) 427-8626 · FAX: (562) 427-8408
DRE License No. 00603039

Screening Policy

It is the management policy of International Realty & Investments to screen all applicants according to the guidelines set forth below:

I. Identification:

1. EACH applicant applying for residency MUST use all known & complete: first, middle, and last name.
2. EACH applicant applying for residency MUST present a valid CA ID or Driver License and **original** Social Security Card. Failure to do so is grounds for denial of application.

II. Rental Application:

1. EACH applicant, 18 years of age or older must complete a rental application, no exceptions. Credit check of \$25 is required for EACH applicant, 18 years of age or older.
2. Applications are reviewed in the order they are received. Generally takes 3 business days to process and verify information on your application. If we cannot verify your information within five (5) business days, you will be denied and we will move on to the next applicant(s). The credit check fee collected will not be refundable.
3. The rental application must be completed in-full. Any lines left blank, and/or incomplete information will cause the application to be returned for completion.
4. Any fraudulent, incomplete, or illegible information may result in denial of application.
5. Information may be verified by phone, fax, electronic media, in writing, or in person. By signing and submitting a rental application, the applicant gives permission for screening process to begin.
6. A credit check on all applicants will be performed to include: credit history, eviction history, and criminal background check.
7. If applicant does not competently read and understand English, it is the applicant's responsibility to provide their own translator before accepting and signing the rental application and/or rental agreement.

III. Rental History:

1. Applicant must provide landlord's full name, contact phone number, and length of residency for all addresses lived in the past seven (7) years. If unable to provide any of the information required, please write a brief explanation as to why information is unavailable.
2. Any & all previous evictions, or an eviction filing, will result in automatic denial of application.

IV. Income Requirements:

1. Applicant must prove a monthly gross income of two (2) times or more the monthly rent.
2. Applicant must present one or more of the following proof of income:
 - a. Three (3) consecutive, most recent, and original pay stubs (copies will not be accepted)
 - b. Three (3) most recent bank statements
 - c. If paid in cash, provide letter from employer on company letterhead
3. A self-employed applicant must present all of the following criterion:
 - a. income tax return for most recent tax year
 - b. valid business license/be in business for not less than 1 year
 - c. current bank statement



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V. Credit Record:

1. NO bankruptcies
2. NO unsatisfied judgments
3. NO evictions (unlawful detainers)
4. ALL late payments, charge-offs and collections will be considered.

VI. Density Limit:

No more than:

1. **3**-people for a *1 bedroom residence*,
2. **5**-people for a *2 bedroom residence*, and
3. **7**-people for a *3 bedroom residence*.

VII. Exclusionary Policy:

1. All of our properties have a no pet policy with the exception of service animals.
2. Smoking is prohibited.
3. HUD guidelines will be used in cases of criminal convictions.
4. No water filled furniture.

VIII. Initial Payment:

1. First month's rent and security deposit must be paid in the form of cashier's check or money order.
2. The total of rent and security deposit combined are due and payable, in-full, prior to occupancy.

IX. Approval is based on the following criteria:

1. Based on income
2. Employment history
3. Credit history
4. Rental history
5. Eviction history
6. Number of occupants vs. bedrooms

Applicant's Name / Date

Applicant's Signature

Applicant Check list:

Application complete and signed: ____
Screening policy signed: ____
CA Driver license or ID: ____
Original Social Security Card: ____
Three consecutive, most recent original pay stubs: ____
Screening fee \$25.00 per adult: ____

In compliance with Federal, State, and Local Fair Housing Laws, International Realty & Investments is an Equal Opportunity Housing Provider and does not discriminate on the basis of Race, Color, Religion, Gender, (physical or mental) Disability, Familial Status, National Origin, Ancestry, Sexual Orientation, Age, Marital Status, Arbitrary, Source of Income, or Genetic Information.