

## Qualifying Standards:

### What are the requirements to rent one of your properties?

1. All applicants must present valid government-issued photo identification
2. All proposed occupants 18 years of age or older and emancipated minors must submit a completed rental application
3. All applicants must provide proof of legal and verifiable income:
  - a. 2-3 recent copies of verifiable pay records and/or documentation of any other sources of legal and verifiable income (including but not limited to, alimony, child support, trust accounts, social security, disability, welfare, retirement or investment income, student grants, and/or loans or any other legal, verifiable income)
  - b. If you are employed, employment verification will be made either by FAX on the company letterhead or by phone. If you are not employed, your income must be legal and verifiable.
4. Rental references  
Rental Requirements:  
The following are the requirements you will have to meet to be considered for a rental:
  - 1. Rental History**
    - a. No negative rental history
    - b. Rental references will also be verified
  - 2. Income**
    - a. Your monthly gross income has to be at least 3 times the amount of the rent.
  - 3. Credit History**
    - a. Credit: This will be determined by your credit history and FICO score (Risk Predictor Score), which are reported by the Credit Bureau
      - i. Applicants with civil judgments, tax liens, forcible detainers garnishments, HOA assessment liens and water and sewer liens will be declined.
      - ii. Applicants with landlord debt within the past 7 years will be declined
      - iii. Applicants with eviction filings or judgments within the past 7 years
      - iv. Applicants with collections totaling more than \$1,500 (excluding student debt or medical debts) will be declined.
      - v. Applicants with negative utility accounts W/I past six months will be declined.
      - vi. Applicants with 55% or more delinquent credit within the past 60 days will be declined.
      - vii. Applicants (or all applicants averaged) FICO score under 574 declined.
      - viii. Conditional Approval: Applicants with a credit score between 575 and 620, and applicants with no credit history who meet all other rental criteria will be permitted to rent by paying an additional security deposit.
    - b. Bankruptcy: Applicants with dismissed Chapter 7 or Chapter 13 bankruptcies will be declined.
      - i. Conditional Approval: Applicants with discharged Chapter 7 or Chapter 13 bankruptcies within the past 3 years who meet all other rental criteria will be permitted to rent by paying an additional deposit.
    - c. Applicants with evictions within the past 7 years will be declined.
    - d. Foreclosures will negatively affect an applicant's credit.

**APP FEE:** \$38 APPLICATION FEE (\$35 APP FEE + 2.95 CONVENIENCE FEE) PER PERSON (CERTIFIED FUNDS ONLY, ONLINE PAYMENT THROUGH THE AUTOMATED APPLICATION PROCESSING

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Qualifying Standards, Bell Properties, Inc.

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Bell Properties, 440 E Huntington Drive, Ste 300, Arcadia CA 91006

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eff. 2017, updated 4/15/2019

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PORTALWWW.BELLPROPERTYMGMT.COM) NO PERSONAL CHECKS. **APPLICATION FEES ARE NOT REFUNDABLE** AFTER SCREENING REPORTS ARE PROCESSED. WE CHECK CREDIT REPORTS, COURT RECORDS, AND CRIMINAL RECORDS. ANYONE CONVICTED OF MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE WILL BE DENIED RESIDENCY.

If your application is approved, all move-in fees (DEPOSIT AND RENT) must be in the form of a money order or cashier's check ONLY.

If you have any questions or concerns regarding your application requirements please contact your property manager, or person that showed you the property.

BELL PROPERTIES, INC.  
440 E Huntington Drive, Suite 300  
Arcadia, CA 91006  
Phone: 626-317-0425

**Fax: 626-684-3301 Attn: Bell Properties, New Application Department**

Parking and pet policies vary at each property. Assistive animals for persons with disabilities are not considered to be pets, but do require advance written approval of management. Management will handle requests for assistive animals consistent with relevant fair housing laws, which may require written verification from a reliable third party of a disability and disability-related need for an assistive animal.

Please ask if you have any questions before submitting the application.  
Please sign the application where indicated, or eSign the online application. **THANK YOU.**

Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, criminal background reports, unlawful detainer (eviction) reports, bad check searches, social security number verifications, fraud warnings, previous tenant history and employment history and verification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**BELL Properties does not discriminate on the basis of race, color, religion, national origin, sex, handicap/disability, familial status, marital status, age, ancestry, sexual orientation, medical condition, gender, gender identity, gender expression, genetic information, source of income, citizenship, immigration status, primary language spoke, any arbitrary characteristic, perception, association, or any other basis protected by Federal, California or local law.**

***Authorization & Consent to Background, Employment, Credit & Reference Check***

I authorize Bell Properties, Inc. (BPI) to obtain information about me from my credit sources, current and previous landlords and employers, and personal references, to enable BPI to evaluate my rental application. I authorize my credit sources, credit bureaus, current and previous landlords, employers, and personal references to disclose to BPI information about me that is relevant to BPI's decisions regarding my application and tenancy. This permission will survive the expiration of my tenancy.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

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

\_\_\_\_\_  
**Date**

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

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Application Process: Applicant completes their background check authorization and submits a complete application.

**Complete application consists of:**

**Complete application for every resident over 18 yrs**

**Government issued Identification**

**Proof of income (taxes or two months of paystubs)**

**Background and previous residence authorization**

**Applicant paid screening fee (non-refundable)**

All Tenant Applicants must screen at <https://bell.petscreening.com> regardless of animal, service animal, pet or no pets. Once all items are received, the screening will be performed. Applicant will be notified of decision.

- If declined, applicant will be notified by phone or email.
- If approved, applicant will be notified by phone or email, and provided 48 to complete their lease agreement, and provide certified funds, regardless of lease inception date. If lease is not signed and funds are not received within 48 hours, Bell Properties, Inc. reserves the right to move on to next tenant applicant. Move in funds are to be certified funds only and consist of the following:

Security Deposit:	Typically 1.5 to 2x the rent, if unfurnished
First month Rent	varies
Lease Administration Fee:	\$150
Any key or pet deposit:	varies

Funds are due at time of approval (within 2 business days), regardless of desired move in date to secure the property, and the new lease. If applicant is non-responsive to email/phone calls from Bell Properties, tenant applicant may lose their approved status within 48 hours of decision. Application fees are non-refundable. **All tenants must carry renters insurance and have proof of insurance, at time of move in. Bell Properties, Inc partners with Lemonade and policies can be initiated at [www.lemonade.com/bellproperty](http://www.lemonade.com/bellproperty) any confirmed renters policy is acceptable. Utilities must also be confirmed to be in tenants name at time of move in, or move in will be delayed and additional fee may be imposed.**

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