



Dear Valued Residents: Your Homeowner (Tenant) Account Number is: **t-** use apt #

## **SAN MAR Provides More Options...Pay Online!**

Please sign up for one of the following alternatives to make your monthly Rent Payment.

### **Online Payment Via eCheck or Credit Card\* (one time & recurring options)**

**What  
do I  
need  
to do?**

1. Go to [www.sanmarprop.com](http://www.sanmarprop.com)
2. Select the **"Pay Now"** tab on the top right hand corner of the web page.
3. Find your Property Name and click on the **"Pay Now Green Button"** next to your property name ( )
4. Choose One Time or Recurring Payment. Either using eCheck or credit card.  
**Note:** You will need a login ID to set up a recurring online payment which can be obtained by selecting "Register Now" and completing the form.
  - Using eCheck = No Fees
  - Using Credit Card = Bank Fees Will Apply (\$14.95)
5. Follow the Online Instructions.

**Please send your confirmation email of your payment to:**  
[multi-family@sanmarprop.com](mailto:multi-family@sanmarprop.com)

**Late payments must be made in person with cash or money order.**  
**Please include the \$75 late fee with any late payment.**

### **Other traditional payment options:**

#### **PAY AT SAN MAR CORPORATE OFFICE**

<b>Location</b>	6356 N. Fresno St. Fresno, CA 93710
<b>How does it work?</b>	<ol style="list-style-type: none"> <li>1. Pay with a personal check</li> <li>2. Pay with a money order</li> <li>3. Pay with cash</li> </ol>

#### **Manually**

<b>How does it work?</b>	You can manually write a check and submit it to your community manager or at the SAN MAR corporate office. <u>Please make checks out to SAN MAR Properties, Inc.</u>
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**Write your Address, Including Apartment Number on the Memo portion of your check.**

Please help us in caring about the environment and reducing the "footprint" when making your monthly Rent Payment. **When it asks association amount that is your payment amount.**



## APPLICATION COVER LETTER

Thank you for choosing SAN MAR Properties, Inc. for your rental housing needs. To help us start processing the application for your new home, it is very important to complete or bring all the documents checked below:

### PROOF OF INCOME

\_\_\_\_\_ Pay check stub(s) – covering most recent 90-day period

\_\_\_\_\_ Self-employed – Last 2 years Proof of Income or (1099) income statements

\_\_\_\_\_ Last 3 months bank statements (from all sources of additional funds)

\_\_\_\_\_ Copy of school grant/scholarship if applicant is a student

\_\_\_\_\_ Award Letter

\_\_\_\_\_ Social Security Card / ITIN

\_\_\_\_\_ Driver's License/Valid Picture ID

\_\_\_\_\_ Government Issued ID

\_\_\_\_\_ \$30 Non-refundable application fee; \$20 for an additional applicant

\_\_\_\_\_ Proof of current address

\_\_\_\_\_ 3<sup>rd</sup> Party Translator

\_\_\_\_\_ Contract to Secure

**Additional information:**

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Please fill out your application **completely** including all addresses for the last 3 years and all owner/landlord phone numbers (use additional sheet of paper, if necessary).

6356 N. Fresno St. Fresno, California 93710-5212  
(559) 439-5500 Fax (559) 439-1018

PMF 04B  
REV 04/2013



6356 N. FRESNO STREET • FRESNO, CA 93710  
PHONE (559) 439-5500 • FAX (559) 439-1018

WWW.SANMARPROP.COM

# FAX

Please Fax Form To: \_\_\_\_\_

<b>To:</b>		<b>From:</b>	
<b>Fax:</b>		<b>Date:</b>	
<b>Phone:</b>		<b>Pages:</b>	
<b>Re:</b>		<b>CC:</b>	

☐ Urgent   ☐ For Review   ☐ Please Comment   ☐ As Requested   ☐ Please Reply

## EMPLOYMENT VERIFICATION FORM

Recently, your organization was named as either a current or previous employer for one of our prospective tenants. We are currently in the screening/ verification process and must confirm all information given on our rental applications. We would appreciate it if you could take a few moments to verify the information given to us.

**Please Note:** You will only need to answer a few short questions and simply verify data already provided to us. Any information we gathered during the screening process will be used for the sole purpose of screening applicants and verification of prospective applicants' information.

### Employer Information:

1. Name(s) of Employer : \_\_\_\_\_
2. Name and title of person contacted (the person filling out this form): \_\_\_\_\_

### Employee Information:

3. Employee Name: \_\_\_\_\_
4. Employed from: \_\_\_\_\_ to \_\_\_\_\_
5. Was this seasonal or temporary employment?: YES or NO (circle one)
6. Current position: \_\_\_\_\_
7. Salary (hr. wk. mo. yr): \_\_\_\_\_
8. Total monthly income: \_\_\_\_\_

Signature of Person filling out form: \_\_\_\_\_

Notes: \_\_\_\_\_

By signature below applicant(s) hereby authorize verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish SAN MAR Properties, Inc., or it's agent to disclose tenancy information to previous or subsequent owners/managers.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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PHONE (559) 439-5500 • FAX (559) 439-1018

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<b>Re:</b>		<b>CC:</b>	

☐ Urgent
 ☐ For Review
 ☐ Please Comment
 ☐ As Requested
 ☐ Please Reply

## APPLICANT VERIFICATION

LANDLORD INFORMATION	CURRENT	PRIOR
	Verified by: _____ Date: _____	Verified by: _____ Date: _____
1. Name of the person contacted?		
2. Title/Position of person?		
3. What is the address of the property?		
4. Current Rent Amount?		
5. Occupied from _____ to _____		
6. Rent paid on time? If late, how often?		
7. Any 3/30-Day notices served? If so, why?		
8. Has the resident given 30-Day notice?		
9. Any behavior problems with resident?		
10. Any maintenance problems caused by resident, resident's family or guests?		
11. Would you rent to this person again? Why not?		

By signature below applicant(s) hereby authorize verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish SAN MAR Properties, Inc., or it's agent to disclose tenancy information to previous or subsequent owners/managers.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# **APPLICATION ADDENDUM**

## **Criminal History Information Policy**

As a housing provider, we have the right to consider and deny your application should your criminal history include a past felony criminal conviction that has a direct and specific negative bearing on our goal to achieve the substantial, legitimate, and nondiscriminatory business interests of protecting the health and safety of other residents, ourselves, employees, vendors, guests and everyone's property.

We consider criminal history information regarding directly-related felony convictions, as defined by California Code of Regulations Section 12005(f), and Section 12266 which establishes a legally sufficient justification for criminal history information. We may self-verify and/or use a third party to perform a criminal history evaluation.

We consider the nature and severity of the crime and the amount of time that has passed.

In part, we use similar standards as those used for public housing that prohibit admission to housing or tenancy for any household that includes any individual who is subject to a lifetime registration requirement under a State sex offender registration program pursuant to 42 U.S.C. Section 13663; as well as felony criminal convictions against any household member that has been convicted of any of the following as set forth at 24 CFR 982.553:

1. Sex offenses causing lifetime state registration;
2. Drug-related criminal activity for manufacturing or producing methamphetamine on residential premises,
3. Violent criminal activity, like residential arson, causing injury to people or property;
4. Other criminal activity which threatened the health and safety of the owner, management staff, vendors, or others at or near a residential property.

Any conviction of a felony crime that, from the date of disposition, release, or parole, is more than seven years old, or that has been sealed, dismissed, vacated, expunged, voided, invalidated, pardoned, or otherwise rendered inoperative by judicial actions or by statute, or for which a certification of rehabilitation has been granted pursuant to Penal Code Section 4852.01 shall not be taken into consideration.

## **Criminal History Question/Mitigating Information**

Taking all of the above into consideration:

**Have you or any household member been convicted of such a felony?**

**\_\_\_ YES or \_\_\_ NO.**

If you answered "Yes" to the question, you have the right to present individualized and mitigating information in writing or in person regarding the conviction(s). This could include:

1. Your age when the criminal conduct occurred;
2. The amount of time that has passed since the date of conviction;
3. Whether the conduct arose as a result of a disability;
4. Whether the conduct arose from status as a survivor of domestic violence;
5. Whether you have maintained a good tenant history before and/or after the conviction;
6. Whether there is evidence of rehabilitation efforts, including satisfactory compliance with all terms and conditions of parole and/or probation, successful completion of parole, probation, mandatory supervision, or post release community supervision; and
7. Other conduct demonstrating rehabilitation, such as maintenance of steady employment.

Mitigating information means credible information that suggests you are not likely to pose a demonstrable risk to others and/or their property as noted above. Credible information is information that a reasonable person would believe is true based on the source and content of the information.

Additionally, you may alert Landlord should the criminal history information include factually inaccurate information (meaning it does not contain outdated, incorrect, or falsified information or information that is erroneously attributed).

All information provided by you will be taken into consideration when determining your qualification to rent.

### **Consent & Verification**

I understand that my occupancy is dependent upon meeting management's resident selection criteria and housing program requirements. All information supplied here or elsewhere will be used to determine my household's eligibility for housing. I authorize the verification of all such information. I consent to allow owner/agent to disclose any information obtained, except information from above, to previous, current, or subsequent owners/agents, law enforcement, and any others owner/agent deems appropriate.

I further understand that providing any false, fraudulent, misleading, or incomplete information can cause a delay in processing and may be grounds for denial of tenancy; or in the event that I become a tenant, or I am an existing tenant, would be considered a material breach of my rental agreement and can be used as grounds for immediate termination of my tenancy. I further understand that criminal and/or other background searches may be performed at any time, including, but not limited to, the time of lease renewal and/or recertification, and may be used to determine my household's eligibility for continued housing.

A "yes" response on this addendum that is not sufficiently mitigated, may lead to rejection of my application or the immediate termination of my tenancy for cause if I am a current resident. I declare that all information and answers supplied during the process of applying, recertification, or lease renewal, by me, or on my behalf, including, but not limited to, the answer to the above-noted question and rental application, are true and correct.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

☐ Tenant  
☐ Guarantor

Name of Applicant:

## PART 8 – CONSIDERATION OF CREDIT HISTORY

### Important Information, read carefully:

*Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.*

*If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.*

#### Option 1: Consideration of Credit History

##### If you either:

- Do NOT have a government rent subsidy OR
- Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history

##### Read and initial below.

Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Applicant's Initials: \_\_\_\_\_

#### Option 2: Alternative Evidence of Ability to Pay (This option is ONLY available to government rent subsidy recipients)

##### If you both:

- DO have a government rent subsidy AND
- Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history

##### Read and initial below.

Applicant authorizes the Landlord to obtain reports other than credit reports, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.

Applicant's Initials: \_\_\_\_\_

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.

