



**LAUGHTON**  
 PROPERTIES, INC.  
 2812 P Street, Sacramento CA 95816

## LEASING POLICY

We are happy that you have chosen our community to call your home. You will be pleased to know that we belong to the California Apartment Association and work with other owners/managers, law enforcement and government agencies in an effort to prevent crime and maintain the peaceful environment and integrity of our community. Therefore, our management company has a thorough screening process. For all those meeting the application criteria and are accepted, they will have the peace of mind of knowing that all other residents in our community were screened with equal care.

Laughton Properties, Inc. provides an equal housing opportunity to all. We abide by all fair housing practices and do not discriminate based on race, color religion, sex, handicap/disability, national origin, familial status, ancestry, age, marital status, source of income, sexual orientation or other factors that are unrelated to an applicant's ability to comply with the rental agreement and community policies.

Please review the following qualifying standards. If you feel you meet the criteria, please complete the attached application.

1. **A completed application for all applicants who are 18 years or older.** Applications that do not have all areas completed or an explanation for omissions will be returned to the applicant.
2. **Two pieces of I.D. must be shown.** We require at least one photo I.D. (a driver's license, passport, employee I.D. or other government issued photo identification card) and one other form of identification.
3. **Two years of verifiable rental history from an unbiased source.** It is your responsibility to provide us with the name, dates and contact number of previous owners/managers. Applicants who are related by blood or marriage to previous landlords, or do not have two years of verifiable rental history, may be required to have a qualified rent guarantor. All guarantors must complete an application and meet the very strict qualifying standards.
4. **A combined gross income of all applicants of about three (3) times the rent.** Please provide proof of ability to pay rent through sources such as employer contact, pay for those who are self-employed, please provide business license and tax records, and/or bank statements.
5. **A satisfactory credit report.** All applicants upon signing the application will be authorizing management to run a credit report and unlawful detainer search.

An application may be denied for any of the following reasons:

- ❖ Failure to achieve enough points in the Tenant Screening Criteria.
- ❖ Incomplete application or false information.
- ❖ Inability to verify rental history or poor references from previous landlords.
- ❖ Inadequate verifiable income to meet rental criteria.
- ❖ Poor credit report or court judgments for evictions or financial delinquency.

***The application fee is \$35.00 per application in a cashier's check or money order. We process all applications in the order in which they are received. Qualified applicants are accepted based on first applied, first completed, and first approved. Until there is an approved applicant, a deposit, and an executed offer to rent, the unit is still on the market. Prior to occupancy applicant must obtain Renter's Liability Insurance of at least \$100,000 for each occurrence listing the premises as the location and listing the landlord as an interested party. All properties managed by Laughton Properties, Inc. are non-smoking. Smoking is not permitted on the premises, including inside the units, in the common areas, on the grounds, or in the parking lots.***

\_\_\_\_\_  
 Resident Signature

\_\_\_\_\_  
 Resident Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agent for owner

# PET POLICIES

Pet policies vary from property to property. Additional deposit for a pet is \$500 and must be paid in advance in full. If an existing resident wants to obtain a pet, prior written permission of management is required, the pet must meet policy guidelines, and the full deposit must be paid IN FULL prior to the pet's entering the apartment. We will not accept payments on pet deposits. There is a limit of two animals per unit.

## Cats

Allowed

Not Allowed

1. Proof of spay or neuter and current vaccination records.

## Dogs

Allowed

Not Allowed

1. Dog must be a minimum of 12 months old.
2. Size limited to 25 pounds and 18 inches at the shoulder.
3. Proof of spay or neuter and current vaccination records.
4. Breeds that are known to have a propensity for violence are prohibited under **any** circumstances. These breeds may include, but are not limited to pit bulls, Rottweilers, German shepherds, Doberman pinchers, chow chows, mastiffs, etc., or any mixes containing these breeds.

## Fish

Allowed

Not Allowed

## Birds, Reptiles, Rodents

Allowed

Not Allowed

No other kinds of animals are permitted.

## A Word About Assistance Animals

The law requires that reasonable accommodation for a tenant's disability be made. Dogs that have a particular type of training are classified as "guide dogs," "signal dogs," "service dogs." A "service dog" is "any dog individually trained to the requirements of the individual with the disability, including but not limited to minimal protection work, rescue work, pulling a wheelchair or fetching dropped items." This might also apply to another type of animal, such as a monkey. Such animals are not considered "pets." They are not subject to a pet deposit and are not restricted in size. However, the animal must adhere to all community behavior policies for pets, and a tag issued by the State of California to the owners of such animals must be presented upon request.

## Companion Animals

Companion animals as requested with a prescription by a physician, or other recognized medical or mental health professional may not qualify as assistance animals. In order for a companion animal to qualify, a relationship must exist between the person's disability and the need for the animal. The tenant must provide verification from a medical professional in the form of a written report that the companion animal is necessary for the person to deal with a physical, emotional or mental disability, and the medical professional must be willing to testify, if required, in a court of law.

Should the animal qualify, as determined by the corporate office of Laughton Properties, Inc., no additional deposit will be required. However, the animal must meet the policies as stated under each heading above. Assistance Animals already meet those specifications.

Should the animal not qualify as a "companion", based on the description above, the corporate office may still allow the pet with a medical prescription. However, an additional deposit would be required in the amount of \$500, paid in advance. In all cases, the pet must meet the policies under each heading above.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent for owner