



DRE: 01156682

**HEALDSBURG PROPERTY MANAGEMENT**  
**Rental Information and Application Instructions**

A separate application is required for each applicant/proposed occupant over the age of eighteen (excluding dependent children), or emancipated minors. If accepted and minor children turn eighteen, they will need to be added to rental agreement. This guarantees compliance with Federal, State and local Fair Housing laws.

1. **Incomplete applications will not be processed.** Applicants are accepted on a first qualified basis. If two applications are received the same day best-qualified as outlined below.
2. Applicants with pets MUST go to: <https://healdsburgpm.petscreening.com> and have their pets screened. Without the pet screening if you have pets, **EVEN EMOTIONAL SUPPORT OR ASSISTANCE ANIMALS**, Your application will be incomplete and not processed without it. Your pet score will be considered in addition to all below.
3. Healdsburg Property Management will pull a credit report (including eviction, bankruptcy, and social security match) on every applicant. We will contact your current and past landlords for references, as well as your current and past employers. No applicants accepted with FICO score less than 650 or with rental references or income that are unverifiable.  
**EXCEPTION: APPLICANTS WITH HOUSING VOUCHERS MAY ELECT TO SHOW CREDITWORTHINESS IN OTHER WAYS SUCH AS UTILITY BILLS, BANKING STATEMENTS, ETC.**
4. Income documentation must be legal and verifiable.
5. If you have credit problems, let us know in advance. A letter of explanation or a co-signer who lives in Sonoma County and has a FICO of 725+ with little debt, owns their home or has a rental history of above average references may help qualify you if your credit score is 575-674.
6. Copies of your last 2 pay check stubs and a copy of last year's W-2 are required to verify income. If you are self-employed, you WILL be required to verify your income with copies of tax returns, 1099's and/or other relevant data. Income must be legally verifiable. **Cash under the table does not qualify.**
7. Credit reports are typically not able to be run without social security numbers however photo ID and date of birth will be considered if we can get credit history with those two pieces of information.
8. Application fee is \$55/applicant and payable ONLY by cash, cashier's check, money order or American Express, Discover, Visa or MasterCard online at [www.HealdsburgRentals.com](http://www.HealdsburgRentals.com) click on "Pay Online" set up one time account, and scroll down to APPLICATIONS to make your payment. **APPLICATION FEES NON-REFUNDABLE.**
9. Any false statements or deliberate misrepresentation of acts will automatically disqualify the application.
10. **We do not make copies at our office. Please come ready with your own copies.**
11. If you are accepted for Tenancy, **CASH OR CERTIFIED FUNDS** in the amount of ½ the first month's rent must be paid within 24 hours. A lease will be sent to you within 48 hours (business days) for review and acceptance. Move in date is typically not later than 2 weeks from acceptance. If you have pets and they are accepted, there is an additional 'pet rent' of \$25.00 per month per pet, and an additional one-half month's rent for security deposit.