

Berry Court Apartments

260 Berry Court
Morgan Hill • CA • 95037
408-612-4186
260berrycourt@gmail.com



Rental Information and Tenant Qualifications

A NON-SMOKING COMMUNITY

Rent

Rental rates for each apartment are determined on an individual basis.

Security Deposit

\$800.00 security deposit on approved credit. *A holding deposit of \$250.00 is required within 24 hours of approval paid by cashiers check or money order only.*

Occupancy Guidelines

Maximum occupancy limits are defined as two (2) people per bedroom plus one (1) additional person in the apartment. Persons are counted as occupants at birth. Maximum occupancy is as follows:

- 1 bedroom: 3 persons
- 2 bedrooms: 5 persons

Lease Terms

All apartments are on a month to month lease basis.

Tenant Qualifications

A **\$25.00**, non refundable, application screening fee will be required of each adult applicant. **Fees are accepted in the form of a money order or cashiers check only.** All applicants for the housing will be screened according to the criteria set forth in the tenant qualifications guideline. In an effort to promote equal treatment of all Residents and Applicants, there will be no exceptions to the following rental qualifying criteria. **If you do not meet any of the selection criteria, or if you provide inaccurate or incomplete information, your application will be rejected, and your application fee will not be refunded. Your signature acknowledges that you have reviewed these rental qualification criteria.**

Income Requirements

Income must be no less than two and a half (2.5) times the monthly rent. If more than one applicant, the income may be combined to meet the requirement.

Credit Requirements

At least 75% of current accounts must be in good standing. No credit history will be considered good credit history. An additional deposit may be accepted. Bankruptcies less than 1 year will result in denial.

Rental Requirements

All applications must have six (6) months of verifiable rental history or mortgage history. An additional deposit may be accepted. Outstanding debts to landlords or evictions will result in denial. Negative rental profile may result in denial.

Employment History

All applicants must have verifiable employment history with current employer. All applicants must provide a copy of applicant's two (2) most recent paycheck stubs. Applicants may be denied if employment history is unsatisfactory. An additional deposit may be accepted.

Special Requirements

Applicants under the age of eighteen (18) will be listed as occupants only and cannot be considered leaseholders.

Each applicant must provide a government issued identification.

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Rental Information and Tenant Qualifications (continued)

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Lease Guarantor

A lease guarantor will be allowed for first timer renters, recent college graduates, or renters with insufficient income.

Lease Guarantors must:

- make at least four (4) times the amount of the monthly rent and meet all qualifying criteria
- complete and sign a separate lease guaranty form

Pet Policy

Currently we are only accepting service animals.

Satellite Dish

No satellite dishes may be attached to the building.

Utilities

Tenants are required to pay for own water, sewage, gas, electricity and trash in unit.

“FIRST COME, FIRST QUALIFIED, FIRST SERVED”

Note: Above is subject to change without notice. Office hours: Monday - Friday 9:00am —5:00pm by appointment only Closed on Sundays and all major holidays.

Applicant's Signature

Date

Berry Court Representative

Date

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Application Instruction Checklist

We are so pleased that you are interested in making “Berry Court” your home.. To ensure your application is accurately processed in a timely manner, please follow the guidelines. Incomplete or illegible applications will not be processed.

Application processing time is a **minimum** of 1 business day.

- ✓ **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** All fields of the application are required. If there is something that does not apply to you, write “N/A”. Please print clearly. If we cannot read your writing, we cannot process your application.
- ✓ **LANLORD INFORMATION.** We need to know where each adult household member has lived for the past 5 years. You must include the name, telephone number and address of all previous landlords.
- ✓ **RENTAL REFERENCE.** Fill out top portion of attached rental reference form. This form will be sent to your most recent landlord.
- ✓ **IDENTIFICATION:** Include copies of Photo ID and Social Security or Tax ID Cards for all adults. Applications cannot be processed without this information,. *Residents of foreign countries: If the applicant has no social security number, the following will be required: proof of foreign citizenship (passport, work visa, etc.) and written verification of income or recent pay stubs*
- ✓ **SIGNATURES:** All adult household members must sign the Application and Tenant Qualification Guidelines. Documents without signatures cannot be processed.
- ✓ **MINIMUM INCOME REQUIREMENTS:** In order to qualify for one of our properties, the minimum combined household income must be two and a half (2.5) times the monthly rent. **For example, if you are interested in an apartment that is renting for \$2,000.00 a month, your combined household income must be a minimum of $(\$2,000.00 \times 2.5)$ \$5,000.00.**
- ✓ **INCOME VERIFICATION:**
 - **Employment** — Submit copies of paystubs for the past 30 days. If you do not have paystubs submit copies of bank statement that shows recurring deposits for the past 30 days and a letter from employer on company letterhead verifying wages and hours worked per week. For new employment must submit copy of offer letter verifying wages and hours worked per week.
 - **Other** — (SSA, SSI, Child Support, etc.) - Must submit copy of paperwork showing proof of payment dates and amounts.
- ✓ **EMPLOYMENT REFERENCE.** Fill out top portion of attached employment reference form. This form will be sent to your current employer.
- ✓ **FEE:** There is a \$25.00 Application Fee **for each adult.** This fee is payable in the form of a Money Order or Cashier’s Check ONLY. No Cash or Personal Checks accepted.
- ✓ **HOLDING DEPOSIT:** of \$250.00. All deposits are payable in the form of a Money Order or Cashier’s Check ONLY. No Cash or Personal Checks accepted. A holding deposit is required within 24 hours of approval.
- ✓ **ONLINE APPLICATION.** Applications can be filled out online at www.berrycourtmorganhill.com and under the apply tab click APPLY ONLINE. The \$25.00 application fee can be paid by credit card or debit card online. All required documentation, stated above, must be submitted to the leasing office prior to online application being processed.



APPLY ONLINE