



## RENTAL POLICY

### Our Application Acceptance Requirements:

Applications can be found at: **[apply.california-west.com](http://apply.california-west.com)**

- ✓ The applicant or someone on the applicant's behalf must view the unit with a representative of California West;
- ✓ Application(s) for all occupants and all cosigners (if applicable) must be completely filled out and submitted via email to **[applySLO@california-west.com](mailto:applySLO@california-west.com)** Proof of income and photo ID must be submitted for all applications.
- ✓ -Email Subject line: the address of the property you're applying for;
- ✓ Applications must be submitted within 24 hours of viewing the unit to guarantee consideration;
- ✓ Applicants, if applying in a group, should turn in all applications at the same time if at all possible;
- ✓ All application fees of \$20 per applicant (plus an additional \$20 for each co-signer applicant) must be paid by calling our office and by providing credit/debit card information over the phone after you email your application to our office.

**Note:** Applicants who receive part of their income from student aid, education grants, savings, family, or parents should submit a co-signer application, if allowed for the property, because most property owners do not consider those other sources of income to be adequate for approval purposes.

**Remember:** Completely fill out and SIGN all applications;

Submit co-signer forms at the same time as applications (must be SIGNED as well);

Pay the \$20 per applicant application fee (each co-signer is an additional \$20) by telephone; and EVERYTHING must be submitted within 24 hours of the showing to guarantee consideration.

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