

Application Guidelines & Screening Process

Metcalf Property Management is committed to providing a fair, consistent, and professional rental application process for all prospective residents.

All applications are reviewed in accordance with applicable federal, state, and local Fair Housing laws, including California Fair Housing protections. We do not discriminate against any applicant based on any characteristic protected by law.

Because each rental property is unique, each available home may have its own secure application link, application process, and property-specific requirements. Our team reviews completed applications carefully and consistently using lawful, objective screening information.

Requesting an Application

If you are interested in applying for one of our available rental properties, please request the application link for that specific home. Each property has its own secure application link through RentSpree, and our leasing team will provide the correct link for the property you are interested in.

Submitting an application request does not guarantee approval, create a tenancy, reserve the property, or remove the property from the market.

Recommended form fields: name, email, phone number, and the property you are interested in.

Application Review & Property Availability

Applications are generally reviewed in the order they are received, once all required application materials and screening authorizations have been submitted.

Submitting an application does not guarantee approval, create a tenancy, or place a hold on the property. Rental properties are not held or reserved based solely on the submission of an application or application request.

A property remains available until an applicant has been approved, all required move-in funds have been received, and a lease agreement has been fully signed by all required parties.

Because availability can change quickly, applicants are encouraged to submit complete and accurate information as soon as possible.

Equal Housing Opportunity

Metcalf Property Management follows all applicable Fair Housing laws. Applications are reviewed without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, national origin, ancestry, disability, source of income, age, citizenship, immigration status, primary language, military or veteran status, genetic information, or any other characteristic protected by federal, state, or local law.

We are committed to equal housing opportunity and a fair application process for every prospective resident.

How Applications Are Reviewed

Each adult applicant who will reside in the home is generally required to complete an application and authorize the screening process.

Applications may be reviewed using information such as:

- Completed application information
- Identity verification
- Verifiable income, assets, rental assistance, or other lawful sources of funds
- Credit history and overall financial responsibility
- Rental history, when available
- Background screening, as permitted by applicable law
- Accuracy and completeness of the application and supporting documentation
- Property-specific requirements, when applicable

Applications are reviewed based on the information provided through the application and screening process. Additional documentation may be requested when needed to complete the review.

Income, Rental Assistance & Lawful Sources of Funds

Applicants may be asked to provide documentation showing the ability to meet rental obligations. In accordance with California law, we consider lawful, verifiable sources of income and funds.

This may include wages, self-employment income, retirement income, Social Security, disability benefits, public assistance, child support, spousal support, unemployment benefits, savings, rental assistance, housing subsidies, vouchers, or other lawful sources of funds.

Applicants using housing assistance, rental subsidies, vouchers, or other lawful sources of income are welcome to apply and will be reviewed through the same application process as all other applicants.

Credit & Financial Review

Credit history may be reviewed as part of the application process, when applicable. This review may include payment history, outstanding obligations, collections, or other financial information provided through the screening process.

Credit information is considered as part of the overall application review. Applicants may be contacted if additional information or documentation is needed.

Rental History

Rental history may be reviewed when available and applicable. This may include prior landlord references, payment history, lease compliance, or other rental-related information that can be verified.

Applicants with limited or unavailable rental history may still apply. Additional documentation may be requested to help complete the review.

Background Screening

Background screening may be included as part of the application process, as permitted by applicable law. Any information received through the screening process is reviewed carefully, consistently, and in accordance with applicable Fair Housing requirements.

Application Accuracy

Applicants are responsible for providing complete, accurate, and truthful information. Missing, inaccurate, incomplete, or unverifiable information may delay the review process or affect the final leasing decision.

If additional information is needed, our team may contact the applicant directly.

Application Fees

Application and screening fees may be collected through the application platform. These fees are generally paid directly through the screening provider and may be non-refundable once screening has been initiated.

Please make sure you are applying for the correct property before submitting your application.

Final Approval

Submitting an application or application request does not guarantee approval, create a tenancy, or reserve a property. Applications are generally reviewed in the order they are received once complete, but a property is not considered secured until an applicant has been approved, all required move-in funds have been received, and a lease agreement has been fully signed by all required parties.

Final approval may depend on the full application review, property availability, property-specific requirements, owner approval where applicable, and compliance with all applicable laws.

Questions Before Applying

If you have questions about a specific property, the application process, or how to request the correct application link, please contact our leasing team before submitting your application.

Because each property has its own application link, the best first step is to request the application for the property you are interested in.