

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each proposed occupant 18 years of age or older.

**PLEASED BE ADVISED THAT ALL INFORMATION WILL BE VERIFIED.
FALSE INFORMATION WILL AUTOMATICALLY VOID APPLICATION**

Apt. No. _____ Located at _____ Rent Amt _____ per _____

How did you hear about the rental? _____ Expected Move-In Date: _____

PERSONAL INFORMATION:

E-mail _____

Name _____ Phone (____) _____ - _____
Last First Middle

Social Security # or ITIN # _____ - _____ - _____ State Driver's Lic or ID _____ Birthdate ____/____/____

Name of Co-Applicant(s) _____

Names of Dependents (excluding Co-Applicants):

Name _____ Date of Birth _____ Name _____ Date of Birth _____

Name _____ Date of Birth _____ Name _____ Date of Birth _____

Do you have any pets? _____ If yes, how many? _____ Type _____

RENTAL HISTORY:

1. Current

Address _____
Street Unit City State Zip

Move-in Date _____ Move-out Date _____ Rent Paid _____

Landlord/Manager _____ Tel (____) _____ - _____ Reason for Leaving _____

2. Previous

Address _____
Street Unit City State Zip

Move-in Date _____ Move-out Date _____ Rent Paid _____

Landlord/Manager _____ Tel (____) _____ - _____ Reason for Leaving _____

3. Previous

Address _____
Street Unit City State Zip

Move-in Date _____ Move-out Date _____ Rent Paid _____

Landlord/Manager _____ Tel (____) _____ - _____ Reason for Leaving _____

CURRENT EMPLOYMENT:

EMPLOYED FULL-TIME EMPLOYED PART-TIME STUDENT RETIRED UNEMPLOYED

Employer # 1 _____ Address _____

Dates of Employment: From _____ To _____ Occupation _____

Company Phone # (____) _____ - _____ Net Pay \$ _____ per _____

Employer # 2 _____ Address _____

Dates of Employment: From _____ To _____ Occupation _____

Company Phone # (____) _____ - _____ Net Pay \$ _____ per _____

If there are **other verifiable sources of income**, please list income source and person we can contact for information:

ADDITIONAL INFORMATION:

Yes No

- 1. Have you ever had any credit problems? Yes No
- 2. Have you ever had an unlawful detainer/eviction filed against you? Yes No
- 3. Have you ever been convicted of a crime? Yes No
- 4. Are you a smoker? Yes No
- 5. Do you have a water bed, aquarium or any other water filled furniture? Yes No



EMERGENCY CONTACT:

1. Name _____ Address _____
 Home Phone (____) _____ - _____ Mobile (____) _____ - _____ Relationship _____

2. Name _____ Address _____
 Home Phone (____) _____ - _____ Mobile (____) _____ - _____ Relationship _____

3. Name _____ Address _____
 Home Phone (____) _____ - _____ Mobile (____) _____ - _____ Relationship _____

VEHICLES (Operable Automobiles including trucks, van, motorcycles):

1. Year _____ Make _____ Model _____ Color _____ License Plate # _____ State _____

2. Year _____ Make _____ Model _____ Color _____ License Plate # _____ State _____

In order to process your application to rent, the following items are MANDATORY and MUST be presented in person for verification by each applicant 18 years of age or older:

- A. Valid State Drivers License or State Identification Card
- B. Social Security Card or ITIN Documentation
- C. Proof of Income – Refer to attached Rental Policy

Missing information will delay processing and you may be requested to provide additional information. Any information which CAN NOT be verified may be grounds for denial. If approved the 1st month's rent and Security Deposit are payable in MONEY ORDER / CASHIER'S CHECK ONLY. We DO NOT accept cash or personal checks.

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report, now and in the future, as evidenced by signing below. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this Application.

In connection with my application for rental, I understand that background inquiries will be made on myself including consumer (credit), criminal, rent bureau, driving and other reports. Employment verification may include information as to my hire date, income, character, work habit and performance. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information accordance herewith.

You declare that all your statements on this Application to Rent are true and complete. If you fail to answer any questions or give false information, we will reject the application. Giving false information is a serious criminal offense. **We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.**

Signature _____ Date _____

OFFICE USE ONLY

This application is APPROVED NOT APPROVED By _____

Reason for Denial _____

Applicant notified by _____ Date _____ Time _____

- Spoke to Applicant Left Message Unable to leave message Mailed Adverse Action Letter



Rental Policy

- All applicants age 18 or older must submit an application. **ALL applicants must be present and come together to turn in their applications with their original State driver's license or I.D. AND original Social Security Card or ITIN card.**
- All applicants **MUST** submit a \$100.00 good faith deposit and pay a screening fee of \$40.00 per individual eighteen (18) years of age and older. The application screening fee is **NON-REFUNABLE**. You must submit **2 SEPARATE** Payments, 1 for the credit check fee via Cashier's check, money order or credit card (credit cards only accepted in office) and 1 for good faith deposit (Money Order or Cashier's Check only).
- **Screening Reports:** Background inquiries will be made for criminal, rent bureau and credit reports. Bankruptcies, collections, liens, charge-offs, delinquencies, negative credit, high debt-to-income ratio, not having established credit and criminal history are subject to rejection.
- **Residential History:** Applicants must provide **a minimum of three (3) years** verifiable residency. **ANY record** of eviction, unlawful detainer or monies owed to a landlord is an automatic disqualification.
- **Income Requirements:** Applicants' household **NET** income **must be equal to or greater than 2.5 times** the monthly rent amount (**NET = income after taxes and deductions**):
 - **Employed Applicants** must be with current employer and net income based on a constant hourly wage (ex: 40/80 hour payroll period). **Overtime, tips, commissions, bonuses and cash are not accepted.**
If paid bi-weekly or monthly, provide the most recent (2) paycheck stubs.
If paid weekly, provide the most recent four (4) paycheck stubs.
 - **Unemployed Applicants** must provide other verifiable income documentation in the absence of current employment. Call us at (310) 769-6669 for details.
 - **Self Employed Applicants** must provide the most recent six (6) months bank statements, the most recent year of signed tax returns & proof of business license.
- **Section 8 Housing Vouchers Applicants:** For participating properties, **we process based on the voucher bedroom size only**, not by voucher dollar amount. A copy of your voucher **and** subsidy estimation worksheet is required at application submission.
- Fraudulent information is subject to rejection.
- Any restrictions involving children or pets will conform to current California law as applicable to the rental space being offered.
- An in person interview is required before final approval.
- Approved applications stay on file for 30 days and can be transferred to other properties, if available. Certain restrictions apply; call us at (310) 769-6669 for details. **Prices, term and availability are subject to change at any time without notice.**

We do business in accordance with the federal housing law and applicable California laws.

"It is illegal to discriminate against any person because of race, color, religion, sex, marital status, or national origin."