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(661) 945-8888 • (661) 945-8858 Fax

## APPLICATION INSTRUCTIONS, VERIFICATION AND REQUIREMENTS

Each adult, 18 years of age and over, who will reside in the dwelling unit will be required to qualify. This requires that each adult complete an application. We will check each adult's credit file and residence history regardless of whether they have any credit history or residence history. We will check each credit file ourselves, regardless of whether you have a credit file report that you have obtained elsewhere. We will not offer any prediction as to whether you will qualify prior to your submitting a complete application. We will not begin the verification process until we have a complete application. After we accept an application, we may require additional information if we are not satisfied with any aspect of the application.

### Instructions:

1. Offer to Rent/Lease Real Property: List the full name of every person who will be living in the dwelling unit including minor children. Each adult must sign their name.
2. Personal Information: Complete every section, especially Social Security Number, Drivers License Number and phone numbers for us to contact you.
3. Employment or other income: We will verify all income and we must have the necessary information to do so. If an employer or other reference charges a fee for employment or other verifications, you will be required to pay the fee (in addition to the application fee) before we will obtain the verification.
4. Residence History: We need to know where you are currently living and where you have lived for the past 5 years. We must be able to verify your residence history to our satisfaction. This may be more difficult if you have rented from a private party or from someone other than the owner of the property.

When you return your completed application, you will need to bring the following with you:

1. Drivers License or I.D. for each adult 18 years of age and over. If you don't have one, you must go apply for one at the DMV and bring in the receipt or copy.
2. Social Security Cards for all adults 18 years of age and over. If yours is lost or you never had one, you need to go apply for a copy or a new one at the Social Security administration and bring in the printout that they will give you.
3. Proof of Income: If you are employed, we need a current check stub with Year to Date and it cannot be hand written. If you receive public assistance, we need to see your NOTICE OF ACTION. If you receive Social Security, we need a copy of your Supplemental Security Income Notice. **All income must be verifiable income and be 30 days current.** Self-employment income will be verified for the past two years with tax returns and an income and expense statement verified by a Certified Public Accountant for the current year to date. If you receive child support, we need the monthly statement from the District Attorney.
4. Credit Check Fee's: \$25.00 per person living in the home 18 years of age and over. Must be paid by Money Order, Cashiers Check or Cash. (WE WILL MAKE ALL OF THE COPIES)

Requirements:

1. Income must be at least 2 ½ up to 3 times the amount of the rent. (Total household gross income).
2. Five years of good residential history. No evictions.
3. Acceptable credit with no unpaid utility bills.

Conditions for Credit check fee refunds:

Upon receipt of your application, \$20.00 of your credit check fee is non refundable.

If we deny your application before we have run a credit report, we will return \$5.00 to you only if you have an I.D and the original credit check fee receipt. If we deny your application after we have run your credit, there is no refund of credit check fee.

If we deny your application or you cancel your application before we run your credit, you have only 30 days from the date of termination of your application to pick up your \$5.00 refund or it becomes non-refundable.

Initial \_\_\_\_\_ Initial \_\_\_\_\_ Initial \_\_\_\_\_ Initial \_\_\_\_\_

Acceptance is based on the most qualified application. Applications are *not* accepted on a first come first serve basis.

Upon our approval, co-signers can only be used for credit purposes only. Not for income or rental history.

Partial or incomplete applications will be placed on hold until we receive all information required. We will hold applications for 7 days before canceling.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# OFFER TO RENT/LEASE REAL PROPERTY

***Please list all occupants***

APPLICANT/OCCUPANT		Date of Birth	SIGNATURE		DATE	
ADDITIONAL APPLICANT AND/OR OCCUPANT		Date of Birth	SIGNATURE IF 18 YEARS OR OLDER		DATE	
ADDITIONAL APPLICANT AND/OR OCCUPANT		Date of Birth	SIGNATURE IF 18 YEARS OR OLDER		DATE	
ADDITIONAL APPLICANT AND/OR OCCUPANT		Date of Birth	SIGNATURE IF 18 YEARS OR OLDER		DATE	
ADDITIONAL APPLICANT AND/OR OCCUPANT		Date of Birth	SIGNATURE IF 18 YEARS OR OLDER		DATE	
ADDITIONAL APPLICANT AND/OR OCCUPANT		Date of Birth	SIGNATURE IF 18 YEARS OR OLDER		DATE	
PROPERTY ADDRESS						
MOVE-IN DATE	APPLICATION FEE	SECURITY DEPOSIT *	NON-REFUNDABLE HOLDING DEPOSIT *	MONTHLY RENT AMOUNT	DISCOUNTED FIRST MONTH RENT AMOUNT	TOTAL – IN AMOUNT * MOVE-
		-	+	OR	=	OAC

*\*On Approved Credit*

The above referenced Applicant(s), by signing above, hereby offer to rent/lease the real property referenced above as Property Address at the above referenced Rent Amount per month. It is understood that this Application is not a Rental Agreement/Lease and Applicant(s) has no rights to said property until a written or oral Rental Agreement/Lease is duly executed after the approval of each Applicant. Applicant is aware of and agrees to all the covenants and conditions in the proposed Rental Agreement/Lease and agrees to timely execute said Rental Agreement/Lease after notification of the acceptance of each Applicant.

An Application Fee in the above referenced amount for each Applicant is hereby given, and Applicant(s) agrees that said Application Fee is non-refundable and is for the sole purpose of reimbursing Owner/Manager for any and all tangible and intangible costs incurred in the investigation of each Applicant's credit, financial and character standing. If a fee is charged to secure an employment or residence history verification, the applicant will be required to pay said fee prior to securing the verification. This fee will be in addition to the Application Fee indicated above.

Applicant(s), by signing above, agrees that the above reference Total Move-in Amount will be paid prior to possession being given over to Applicant(s) and that the Total Move-in Amount is equal to the above referenced Security Deposit less any above referenced Non-Refundable Holding Deposit plus the above referenced Monthly Rent Amount.

Applicant(s), by signing above, agrees that the above referenced Security Deposit may be increased to the maximum allowed by law at the sole discretion of the Owner/Manager if Applicant(s) does not meet the minimum standards required of the Owner/Manager. However, Owner/Manager is not obligated to rent to Applicant(s) if Applicant(s) do not meet the minimum standards required by Owner/Manager, even if Applicant(s) agrees to pay more than the above referenced Security Deposit.

Applicant(s), by signing above, agrees that any above referenced Discounted First Month Rent Amount is given solely at the discretion of the Owner/Manager and solely for promotional purposes. Applicant(s) agrees that Owner/Manager may require Applicant(s) to meet higher minimum standards to qualify for said Discounted First Month Rent Amount and that Owner/Manager may unilaterally revoke any such offer at any time.

Applicant(s), by signing above, agrees that the above referenced Non-Refundable Holding Deposit will be forfeited if the Applicant(s) do not pay the above referenced Total Move-in Amount on or before the above referenced Move-in Date, and Applicant(s) shall thereafter have no right to possession of the above referenced Property Address.

Applicant(s) represents all information on the attached Application(s) to be true and accurate and understands that Owner/Manager will rely upon said information when accepting the Application. Applicant(s) hereby authorizes the Owner/Manager and his employees and agents to verify said information and make independent investigations to determine the credit, financial, and character standing of each Applicant. Applicant(s) hereby releases Owner/Manager, his employees and agents, and any firm or person supplying them with information from any liability whatsoever concerning the release or use of this information and will hold them all harmless from any suit or reprisal whatsoever. All holders of any such information are hereby authorized to release any and all such information they may have concerning Applicant(s).