

# Preferred Property Management

## Rental Application Process and Guidelines

**Prescreening:** Prior to viewing any available property, interested people must submit a fully completed application for each proposed occupant over the age of 18 years old. Below is a list of all documentation that is required. Incomplete applications will not be considered.

- 1) Complete application for each person 18 or older.**
- 2) Copy of the most current month's pay Statement.**
- 3) Documentation of all sources of income listed on the application.**
- 4) Copy of current Driver's License or other government issued photo I.D.**
- 5) Copy of Social Security Card**

**Income requirements:** total rent should not exceed 30% of the combined total of all applicant's gross income. This would be the amount prior to any deductions or withholdings. Total debt service including the proposed rental amount should not exceed 50% of the combined total.

**Landlord references:** Current and previous landlord will be contacted. We require that both landlords verify good rental payment history, exhibition of care for the leased property, observance of all lease terms, and satisfactory completion of the lease.

**Completion of prescreening:** Once applicant satisfies the prescreening requirements an appointment to view the property will be scheduled. If, **after viewing the property**, the applicant chooses to proceed with the application process, an application fee will be collected at a rate of \$30 per applicant. **At this point, a credit report will be pulled for each applicant.**

**Credit Screening:** We are looking for applicants to have good credit. That means no evictions, collections or charge-offs. That also means, at a minimum, no late payments in the last two years.

(subject to SB 267 exceptions)

**It is possible that** multiple applications may have been approved for viewing the property. If multiple applicants choose to proceed with credit screening, Preferred Property Management reserves the right to choose the most qualified applicant. (subject to AB 2493)

**Tenants will be required to** purchase and maintain a Renter's Insurance Policy with a minimum liability amount of \$300,000 , before moving in.

**The start date of the Tenant's Lease** will be no later than 15 days from final approval.

**If a pet is approved**, the Tenant Deposit will be increased by \$500 and Proof of a Pet License will be required for Dogs. Service Animals and ESA Animals are not considered Pets and do not require an additional deposit.

Our Phone Number – 805-733-5092

Our E-Mail Address – [homeinsider805@yahoo.com](mailto:homeinsider805@yahoo.com)

**As part of the pre-screening process**, to the best of my knowledge, unless listed below, I do not have any derogatory marks on my credit report, such as, late payments, accounts in collection, accounts that have been charged off, or evictions

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

\_\_\_\_\_  
Date

Possible Derogatory marks on my Credit Report:

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# APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/15)

## I. APPLICATION TO RENT

**THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.**

1. Applicant is completing Application as a (check one)  tenant,  tenant with co-tenant(s) or  guarantor/co-signor.

Total number of applicants \_\_\_\_\_

### 2. PREMISES INFORMATION

Application to rent property at \_\_\_\_\_ ("Premises")

Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

### 3. PERSONAL INFORMATION

A. FULL NAME OF APPLICANT \_\_\_\_\_

B. Date of Birth \_\_\_\_\_ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. 1. Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

2. See section II for Social Security Number

D. Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

E. Email \_\_\_\_\_

F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_

G. Pet(s) (number and type) \_\_\_\_\_

H. Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Other vehicle(s): \_\_\_\_\_

I. In case of emergency, person to notify \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

J. Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes

If yes, explain \_\_\_\_\_

L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes

If yes, explain \_\_\_\_\_

M. Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes

If yes, explain \_\_\_\_\_

### 4. RESIDENCE HISTORY

Current address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Do you own this property?  No  Yes

Reason for leaving current address \_\_\_\_\_

\_\_\_\_\_

Previous address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Did you own this property?  No  Yes

Reason for leaving this address \_\_\_\_\_

\_\_\_\_\_

### 5. EMPLOYMENT AND INCOME HISTORY

Current employer \_\_\_\_\_

Current employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_

Prev. employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**6. CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**7. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**8. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

**If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant Social Security Number: \_\_\_\_\_. Applicant has paid a nonrefundable screening fee of \$ \_\_\_\_\_, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$44.50 as of 2012.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

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

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ CalBRE Lic. # \_\_\_\_\_  
 Date \_\_\_\_\_

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 Published and Distributed by:  
 REAL ESTATE BUSINESS SERVICES, INC.  
 a subsidiary of the California Association of REALTORS®  
 525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

