



# APPLICATION CHECK LIST

The application process *usually* takes three (3) business days. To be considered for an available unit listed with Property Management Systems the following steps must be completed:

- 1) **Completed Application to Rent Form:** EACH applicant over 18 years of age who will be residing in the unit must complete in its entirety and sign Property Management System's "Application to Rent" form.
- 2) **Signed Rental Policy Agreement:** EACH applicant over 18 years of age who will be residing in the unit must read and sign Property Management System's "Rental Policy Agreement."
- 3) **Provide Credit Check/Processing Fee:** EACH applicant over 18 years of age who will be residing in the unit must provide a \$30.00 non-refundable credit check and processing fee. Payment methods for this fee may be cash, check, or money order made payable to Property Management Systems and may not be included in the Holding Deposit funds.
- 4) **Provide Holding Deposit:** A holding deposit equal to twenty-five percent (25%) of the current marketed monthly rental rate is required with the completed "Application to Rent" and "Rental Policy Agreement." This deposit will be applied toward the first (1<sup>st</sup>) month's rent upon approval of the completed application package. Payment methods for the Holding Deposit may be cash, check, or money order made payable to Property Management Systems and may not be included in the Credit Check/Processing Fee.
- 5) **Initial Unit Confirmation:** EACH applicant over 18 years of age who will be residing in the unit must personally view the unit prior to submitting an application for said unit. Property Management Systems does not rent units "sight unseen." By initialing below, Applicant is confirming that they have personally viewed the unit.

I have **PERSONALLY** viewed the unit.      Initialed: \_\_\_\_\_ Dated: \_\_\_\_\_

|  |                                |
|--|--------------------------------|
| APPLICANT HEREBY ACKNOWLEDGES HAVING READ THE FORGOING INFORMATION AND HEREBY MAKES AN APPLICATION FOR UNIT AND AGREES TO THE ALL TERMS AND CONDITIONS HEREIN: |                                |
| Print Name _____   | Contact Telephone Number _____ |
| Signature _____  | Date _____                     |



## RENTAL POLICY AGREEMENT

### APPLICATION TO RENT

Property Management System's "Application to Rent" forms are required from EACH applicant over 18 years of age who will be residing in the unit. Property Management System's "Application to Rent" form must be completed in its entirety, be signed by the Applicant, and be submitted with a \$30.00 application fee. Incomplete application(s) will **not** be processed by Property Management Systems staff, nor will the Applicant be considered for the available unit. The unit will remain on the market.

### PERSONALLY VIEW THE UNIT

Property Management Systems does not rent units "sight unseen" and requires EACH applicant over 18 years of age who will be residing in the unit to personally view the unit prior to submitting an application for said unit. Applicants who have not viewed the unit prior to submitting an application will not be considered for the available unit by Property Management Systems until they have personally viewed the unit.

### RENTAL POLICY AGREEMENT

Property Management System's "Rental Policy Agreement" is required to be read and signed by EACH applicant over 18 years of age who will be residing in the unit. By signing the "Rental Policy Agreement," the Applicant is acknowledging having read the Rental Policy Agreement and is agreeing to abide by Property Management System's rental policies, procedures, and the terms set forth therein.

### HOLDING DEPOSIT POLICY

A holding deposit equal to twenty-five percent (25%) of the current marketed monthly rental rate is required with the completed "Application to Rent" and "Rental Policy Agreement." This deposit will be applied toward the first (1<sup>st</sup>) month's rent upon approval of the completed application package. Methods of payment for the Holding Deposit may be cash, check, or money order made payable to Property Management Systems and may not be included in the Credit Check/Processing Fee.

Applicant understands that once the "Application to Rent" and "Rental Policy Agreement" are signed by Applicant, and the Holding Deposit and Credit Check/Processing Fee are received by Property Management Systems, the premises will be taken off the rental market and reserved for the Applicant. At this point, other potential applicant(s) will be turned away.

Applicant understands that Property Management Systems processes application in a first come, first qualified basis, and does so without haste. If Property Management Systems is unable to verify any of the information contained on the "Application to Rent" within three (3) business days, Applicant understands that the unit may be placed back on the market.

Should the Applicant "back-out" by rescinding their application after the application process has been started resulting in a vacancy, Applicant agrees that Property Management Systems may deduct a portion or all of their Holding Deposit toward "lost rental damage."

"Lost rental damages" is equal to the daily current monthly rental rate until another tenant(s) can be found, qualified, and a Tenancy Agreement executed. Applicant agrees that the daily rental rate will be calculated at 1/30th of the current monthly rental rate. Calculation of "lost rental damages" begins with the date the completed "Application to Rent" was processed by Property Management Systems outside vendor.

Additionally, the Applicant will be responsible for advertising and marketing costs until other tenant(s) can be found and qualified. Therefore, Applicant(s) should not submit an application unless they are certain that they want the unit.



## Property Management Systems

# RENTAL POLICY AGREEMENT

If the Applicant's application is declined for any reason, the Holding Deposit (if paid by check or money order) will be refunded in full within ten (10) business days from the date of deposit into the Property Management Systems Trust Account.

### **CREDIT CHECK/PROCESSING FEE AND VERIFICATION POLICY**

Please be advised that Property Management Systems will obtain, on behalf of the owner, a credit report for EACH applicant over 18 years of age who will be residing in the unit. By signing the "Application to Rent" form and "Rental Policy Agreement," the Applicant is agreeing to reimburse Property Management Systems for all credit report(s) run on Applicant's behalf and Applicant authorizes Property Management Systems and/or agent(s) to obtain credit report(s), to contact Applicant's present and previous employer(s), bank(s), personal reference(s) and Applicant's present and previous landlord(s).

Applicant agrees to reimburse Property Management Systems for any and all bank charges, or any fees incurred due to the payment on a check or money order being intentionally stopped or returned due to insufficient funds.

Property Management Systems uses an outside agency/vendor for the processing of all application packages. Generally, during normal business hours, the credit report is obtained within one (1) hour after processing has begun. The lengthiest part of the application process is reference verification, so, if Applicant knows that one or more of their references may be difficult to contact, please let Property Management Systems know in advance or perhaps provide alternate contact telephone number.

Additionally, if there is anything negative on the Applicant's credit history or if Applicant's employer, present, and/or previous landlord(s) would not recommend the Applicant as a resident, then please provide a detailed explanation with the completed application package.

Property Management Systems requires a payment of \$30.00 per Applicant, which is to be used to screen Applicant with respect to credit history and other background information and to off-set a portion of the costs associated with the processing of the Applicant's application. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports = \$25.00
- Cost to obtain, process, and verify screening information (may include staff time and/or other soft costs) = \$5.00
- Property Management Systems per Applicant processing fee = \$30.00

***Please Note: California State Law states that the total fee charged for tenant screening may not exceed \$34.45 per applicant.***

- If an actual credit report has been processed for the Applicant, the credit check(s) fee will not be refunded for any reason.
- If an actual credit report has not been processed for the Applicant, the credit check fee (if paid by check or money order) will be refunded in full within ten (10) business days from the date of deposit into the Property Management Systems Trust Account.

Applicant should note that the Property Management Systems and the building ownership participate in a national credit reporting service and information about the Applicant's tenancy may, from time to time, be reported.



# RENTAL POLICY AGREEMENT

## QUALIFICATION STANDARDS

Property Management Systems reviews three (3) areas of the completed Application Package during the qualification process - Credit History, Rental History and the Ability to Pay Rent.

To qualify for the Available Unit with Property Management Systems, Applicant must have a minimum of:

- Two (2) years established credit history in good standing
- Two (2) years verifiable references from present and previous landlord(s)
- For the first applicant, three times (3X's) the monthly rental rate in verifiable gross income. If two (2) people will occupy the unit then the combined income must be four times (4X's) the monthly rental rate (and if three (3) people will occupy the unit, the combined income must be five times (5X's) the monthly rental rate, etc.). All income must be verifiable and must have been stable for at least six (6) months or longer.

***Proof of Employment*** may be established by providing the last two (2) consecutive pay stubs when an employment reference or department does not verify employment or salary earnings.

***Proof of Income*** may be established by providing a copy of the offer letter of employment from the Applicant's new company or by providing bank statements with balances equivalent to or greater than the gross income requirements listed above.

## CURES

If the Applicant does not meet the above qualification standards, in some cases, the following cures may be used at the **sole discretion** of Property Management Systems **ONLY**.

***Guarantors/Co-Signers***, in some cases, may be used to cure negative credit, insufficient gross monthly income (within \$1,000.00 of required amount), little or no rental history, or lack of stable income for six (6) months or longer.

***A Higher Security Deposit*** amount, in some cases, may be used to cure negative credit, insufficient gross monthly income (within \$1,000.00 of required amount), little or no rental history, or lack of stable income for six (6) months or longer.

IF the Applicant is offered the unit by Property Management Systems with a cure for any reason based on the application package submitted and does not accept the unit with the offered available cure, this will be considered a breach of the Rental Policy Agreement and Property Management Systems policies regarding the Holding Deposit stated above will be enforced. Therefore, if the Applicant knows they have something derogatory in their application package, please be prepared to pay a higher security deposit or provide a guarantor. Applicant(s) should not submit an application unless they are certain they want the unit.

## BANKRUPTCY, EVICTIONS, JUDGMENTS AND THE LIKE

***Bankruptcy*** - may be cured with a guarantor or higher security deposit if the bankruptcy has been discharged or has occurred at least seven (7) years ago and all current obligations have been paid in a timely manner. If the bankruptcy has taken place within the last seven (7) years and the Applicant will be living alone, the Applicant will not qualify for a unit with Property Management Systems.



## RENTAL POLICY AGREEMENT

**Eviction** - The **ONLY** eviction that will be permitted by Property Management Systems is eviction by "Owner Move-In" – for all other evictions, Applicant will not qualify for a unit with Property Management Systems.

**Judgments** - If Applicant has any judgment(s), Applicant will be required to pay the judgment amount in full and provide proof of payment and may be required to provide a guarantor and/or higher security deposit amount.

### **GUARANTOR QUALIFICATION POLICY**

To qualify as a Guarantor for an Applicant with Property Management Systems, Guarantor must have five (5) years excellent to good credit history – Guarantor will not qualify as a Guarantor with a negative credit history. Additionally, Guarantor must have at least five times (5X's) the monthly rental rate in verifiable gross income. All income must be verifiable and must have been stable for at least six (6) months or longer.

### **FIRST MONTH'S RENT POLICY**

The first (1<sup>st</sup>) month's rent will be due and payable at the time the tenancy agreement is signed and is a pro-rated rental amount based upon the tenancy agreement start date. Payment for the first (1<sup>st</sup>) month's rent must be paid by certified funds (cashier's check or money order) **ONLY**, made payable to Property Management Systems within three (3) business days of approval of the Applicant's application.

By submitting this Rental Policy Agreement, Property Management Systems acknowledges receipt of twenty-five percent (25%) of the first (1<sup>st</sup>) month's rent for the unit detailed on the completed Application to Rent form. Applicant agrees that the Tenancy Agreement will commence on a date no later than three (3) business days from the date of verbal approval by Property Management Systems.

### **SECURITY DEPOSIT POLICY**

Property Management Systems standard security deposit is *generally* equal to one and one-half times the monthly rental rate which will be due upon execution of the Tenancy Agreement and must be paid in full and by certified funds (cashier's check or money order) **ONLY**, made payable to Property Management Systems. The security deposit is not to be used as last month's rent.

### **ACCEPTANCE OF APPLICATION/VERBAL APPROVAL/LEASE SIGNING**

If Property Management Systems approves Applicant, Applicant agrees to execute Property Management Systems Tenancy Agreement and all incorporated addenda for the premises **within three (3) business days** of verbal approval and agrees to pay the first (1<sup>st</sup>) month's pro-rated rent and security deposit (minus the Holding Deposit already paid). Applicant agrees that ALL parties to the Tenancy Agreement [excepting any Guarantor(s)] be present together at one specified time during Property Management Systems normal business hours which are Monday through Friday 9:00 a.m. to 5:00 p.m. to sign the Tenancy Agreement. Applicant(s) understand that Property Management Systems will not perform Tenancy Agreement signing via fax, mail or overnight service.

Applicant understands that if Applicant does not execute Property Management Systems Tenancy Agreement **within three (3) business days** of verbal approval, Property Management Systems may put the unit back on the market and deduct from the Holding Deposit "lost rental damages" incurred by Property Management Systems as a result of holding the subject premises off market.

When Applicant signs Property Management Systems Tenancy Agreement, Property Management Systems and Applicant **will** apply the holding deposit to first month's rent and/or security deposit. If there is inconsistency between the terms of this Rental Policy Agreement, and the Tenancy Agreement signed by the parties, the terms of Tenancy Agreement will control.



# RENTAL POLICY AGREEMENT

### OFFERS

Should Applicant desire to place an offer on an available unit, said offer must be in writing and submitted with the completed application packet. Property Management Systems will review the offer **before** processing the application and will contact the Applicant of the results of the offer. *Please note* that the entire application packet must be submitted with the offer - prior to any negotiations taking place. Offers requested after approval of the application will be declined.

### DENIED/DECLINED POLICY

Should the Applicant's application be declined for any reason, the Applicant will be notified by telephone and in writing via mail to the current address listed on the application. Applicant's Holding Deposit monies will be returned via regular mail within ten (10) business days from the date of deposit into the Property Management Systems Trust Account.

### LEGAL ACTION

Note that a binding rental agreement will be subject to Property Management Systems acceptance of Applicant's application packet, and subject to Property Management Systems and Applicant entering into Property Management Systems Tenancy Agreement. However, this Rental Policy Agreement will be binding upon execution by Property Management Systems and Applicant. If any legal action or proceeding is brought by either party to enforce any part of this Rental Policy Agreement, the prevailing party will recover, in addition to all other relief, reasonable attorneys' fees and costs.



### EQUAL HOUSING OPPORTUNITY

We do Business in Accordance with the Fair Housing Act. (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988).

IT SHALL BE ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, (PHYSICAL OR MENTAL) DISABILITY, FAMILIAL STATUS (HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the appraisal of housing
- In the provision of real estate brokerage services
- Blockbusting is illegal

Anyone who feels he or she has been discriminated against should send a complaint to:  
U.S. Department of Housing and Urban Development  
Assistant Secretary of Fair Housing and Equal Opportunity  
Washington, D.C. 20410

|  |                          |
|--|--------------------------|
| APPLICANT HEREBY ACKNOWLEDGES HAVING READ THE FORGOING INFORMATION AND HEREBY MAKES AN APPLICATION FOR UNIT AND AGREES TO THE ALL TERMS AND CONDITIONS HEREIN: |                          |
| Print Name   | Contact Telephone Number |
| Signature  | Date                     |



# APPLICATION TO RENT

INDIVIDUAL APPLICATIONS REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER. EACH APPLICATION MUST BE COMPLETED IN ITS ENTIRETY AND BE SUBMITTED WITH THE \$30.00 APPLICATION FEE. ANY BLANKS, MAY RESULT IN THE IMMEDIATE NON-PROCESSING OF THE APPLICATION.

|  |             |              |  |
|--|-------------|--------------|--|
| PROPERTY ADDRESS APPLYING:             |             |              | <input type="checkbox"/> PROPOSED OCCUPANT |
|  |             |              | <input type="checkbox"/> GUARANTOR         |
| LAST NAME:                             | FIRST NAME: | MIDDLE NAME: | SOCIAL SECURITY NUMBER:                    |
| OTHER NAMES USED IN THE LAST 10 YEARS: |             |              | HOME PHONE:                                |
| DATE OF BIRTH:                         | EMAIL:      |              | WORK PHONE:                                |
| DRIVER'S LICENSE NUMBER:               | STATE:      | EXPIRATION:  | CELL PHONE:                                |

PROPOSED OCCUPANTS – (LIST ALL IN ADDITION TO YOURSELF) NAME AND RELATIONSHIP OF EVERY PERSON THAT WILL BE LIVING WITH YOU (INCLUDING NAMES AND AGES OF MINOR CHILDREN)

## RENTAL HISTORY INFORMATION

|                    |                    |
|--------------------|--------------------|
| PRESENT ADDRESS:   | RENTAL AMOUNT:     |
| CITY/STATE/ZIP:    | LENGTH OF TENANCY: |
| OWNER/MANAGER:     | PHONE:             |
| REASON FOR MOVING: |                    |

|                    |                    |
|--------------------|--------------------|
| PREVIOUS ADDRESS:  | RENTAL AMOUNT:     |
| CITY/STATE/ZIP:    | LENGTH OF TENANCY: |
| OWNER/MANAGER:     | PHONE:             |
| REASON FOR MOVING: |                    |

|                        |                    |
|------------------------|--------------------|
| NEXT PREVIOUS ADDRESS: | RENTAL AMOUNT:     |
| CITY/STATE/ZIP:        | LENGTH OF TENANCY: |
| OWNER/MANAGER:         | PHONE:             |
| REASON FOR MOVING:     |                    |





**EMPLOYMENT INFORMATION**

|  |                  |                              |      |
|--|------------------|------------------------------|------|
| PRESENT OCCUPATION OR SOURCE OF INCOME:  |                  | HOW LONG WITH THIS EMPLOYER? |      |
| EMPLOYER NAME:                           | SUPERVISOR NAME: | EMPLOYER PHONE:              |      |
| EMPLOYER ADDRESS:                        | CITY:            | STATE:                       | ZIP: |
| PREVIOUS OCCUPATION OR SOURCE OF INCOME: |                  | HOW LONG WITH THIS EMPLOYER? |      |
| EMPLOYER NAME:                           | SUPERVISOR NAME: | EMPLOYER PHONE:              |      |
| EMPLOYER ADDRESS:                        | CITY:            | STATE:                       | ZIP: |

**FINANCIAL INFORMATION**

|  |                                   |
|--|-----------------------------------|
| CURRENT GROSS INCOME (BEFORE DEDUCTIONS):<br>\$ _____ per <input type="checkbox"/> week <input type="checkbox"/> month <input type="checkbox"/> year (check one) | LIST ALL OTHER SOURCES OF INCOME: |
|--|-----------------------------------|

**PLEASE LIST ALL FINANCIAL OBLIGATIONS (IF MORE SPACE IS NEEDED, USE REVERSE)**

|                   |                         |
|-------------------|-------------------------|
| NAME OF CREDITOR: | PHONE:                  |
| ADDRESS:          | MONTHLY PAYMENT AMOUNT: |
| NAME OF CREDITOR: | PHONE:                  |
| ADDRESS:          | MONTHLY PAYMENT AMOUNT: |
| NAME OF CREDITOR: | PHONE:                  |
| ADDRESS:          | MONTHLY PAYMENT AMOUNT: |
| NAME OF CREDITOR: | PHONE:                  |
| ADDRESS:          | MONTHLY PAYMENT AMOUNT: |

**ADDITIONAL INFORMATION**

|   |
|---|
| I <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT HAVE PETS? IF SO, HOW MANY AND WHAT TYPE?                               |
| I <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT HAVE ANY LIQUID FILLED FURNITURE? IF SO, WHAT TYPE?                     |
| I <input type="checkbox"/> AM <input type="checkbox"/> AM NOT A MEMBER OF THE ARMED FORCES (INCLUDING THE NATIONAL GUARD AND RESERVES)    |
| I <input type="checkbox"/> HAVE <input type="checkbox"/> HAVE NOT BEEN EVICTED OR ASKED TO MOVE? IF SO, WHEN?                             |
| I <input type="checkbox"/> HAVE <input type="checkbox"/> HAVE NOT FILED FOR A BANKRUPTCY? IF SO, WHEN?                                    |
| I <input type="checkbox"/> HAVE <input type="checkbox"/> HAVE NOT BEEN CONVICTED OF SELLING, DISTRIBUTING OR MANUFACTURING ILLEGAL DRUGS? |





| VEHICLE INFORMATION  |                         |
|--|-------------------------|
| TYPE OF VEHICLE:   | MAKE/MODEL:             |
| YEAR:  | LICENSE NUMBER:         |
| PERSONAL REFERENCE INFORMATION   |                         |
| PERSONAL REFERENCE:  | PHONE:                  |
| ADDRESS:   | LENGTH OF ACQUAINTANCE: |
| PERSONAL REFERENCE:  | PHONE:                  |
| ADDRESS:   | LENGTH OF ACQUAINTANCE: |
| EMERGENCY INFORMATION  |                         |
| IN CASE OF EMERGENCY NOTIFY:   | PHONE:                  |
| ADDRESS:   | RELATIONSHIP:           |
| <p>APPLICANT AUTHORIZATION FOR THE RELEASE OF INFORMATION: I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND HEREBY SPECIFICALLY AURTHORIZES AND DIRECTS ANY AND ALL PERSONS OR ENTITES NAMED BY APPLICANT HEREIN TO RECEIVE, PROVIDE, AND EXCHANGE WITH PROPERTY MANAGEMENT SYSTEMS, ITS PRINCIPALS, AGENTS AND EMPLOYEES, AND AUTHORIZED AGENTS ANY INFORMATION PERTAINING TO MY CREDIT AND PAYMENT HISTORY, THE OPINIONS AND RECOMMENDATIONS OF MY PERSONAL AND EMPLOYMENT REFERENCES, MY RENTAL HISTORY AND AGREE TO FURNISH ADDITIONAL CREDIT REFERENCES UPON REQUEST. I CONSENT TO ALLOW PROPERTY MANAGEMENT SYSTEMS TO DISCLOSE TENANCY INFORMATION TO PREVIOUS OR SUBSEQUENT OWNER/AGENTS. I HEREBY WAIVE ANY RIGHT OF ACTION NOW OR HEREAFTER ACCRUING AGAINST ANY PERSON OR ENTITY AS A CONSEQUENCE OF THE RELEASE OR EXCHANGE OF SUCH CONFIDENTIAL INFORMATION. BY MY SIGNATURE BELOW, I AUTHORIZE THE INVESTIGATION AND RELEASE OF ANY AND ALL INFORMATION PERTAINING TO THE STATEMENTS AND REPRESENTATIONS CONTAINED HEREIN TO PROPERTY MANAGEMENT SYSTEMS, IT PRINCIPALS AND/OR THE OWNER(S) OF ANY PROPERTY WHICH I AM APPLYING TO OCCUPY. I ACKNOWLEDGE RECEIVING THE EXPLANATION AND RECEIPT OF APPLICATION FEE USES IN THE RENTAL POLICY AGREEMENT.</p> |                         |
| DATE:  | SIGNED:                 |

 EQUAL HOUSING OPPORTUNITY

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- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the appraisal of housing
- In the provision of real estate brokerage services
- Blockbusting is illegal

Anyone who feels he or she has been discriminated against should send a complaint to:  
U.S. Department of Housing and Urban Development  
Assistant Secretary of Fair Housing and Equal Opportunity  
Washington, D.C. 20410

