



Management Services, Inc.

RESIDENTIAL PROPERTY APPLICATION PLEASE RETURN APPLICATION WITH THE FOLLOWING:

1. For credit check processing, we will need ONE (1) of the following:
 - a. **\$30.00 per married couple** and/or **\$30.00 for each unmarried person**. This may be paid with exact cash, money order or cashier's check ***NO PERSONAL CHECKS ACCEPTED***. If using cash please bring the exact amount as we do not carry change. Cashier checks should be made payable to PRC Management Services, Inc.
 - b. **A credit report that has already been run that meets the following criteria:**
 - i. Has been run within the past 30 days
 - ii. Includes a credit score
 - iii. Shows a 24 month history of each account on your credit
 - iv. Is from one of the 3 major credit bureaus (Transunion, Equifax, Experian)
2. Some of our Clients require that we run a criminal background check. If you apply for one of these properties you will be advised in advance by our office and there will be an additional charge of \$30.00 per person.
3. **Copies of the last 2 – 3 current paystubs or 2 years of tax returns** for those financially responsible for the property.
4. **Copies of a driver's license and social security card** (or US Passport) with each application.

****BANK STATEMENTS ARE **NOT ACCEPTED** AS PROOF OF INCOME****

PLEASE NOTE:

A. To qualify for any of our rentals:

- a. The gross (before taxes) income for those financially responsible should be three (3) times the rent per month. For example: if the rent is \$1000.00 per month, the total income for the applicants should be \$3000.00 per month or \$36,000.00 per year.
 - b. You must have good credit. Each applicant's credit is reviewed on a case-by-case basis.
- B. Depending on the situation and/or the property, a guarantor/co-signor may be acceptable. If allowed, a guarantor/co-signor must live in California, have perfect credit (no negatives) and prove an income of five (5) times the rental amount.
- C. Security deposit must be paid within 24 hours of approval. Security deposits must be paid with either a cashier's check or money order.
- D. Should you change your mind and decide not to rent the property after the security deposit has been paid, you will be charged a daily pro-rata amount for the time period (days) the property was taken off the market. You are required to begin paying rent no later than fourteen (14) calendar days after the security deposit has been paid.
- E. Pet Policy – If you have been approved for a pet an additional security deposit will be required. This amount will vary depending on the property and the type of pet. If the approved pet is a dog, it is required that a renter's insurance policy is carried throughout tenancy naming PRC Management Services, Inc. as additionally insured for the length of tenancy and proof of vaccines/rabies is also required.

I, _____, have read the above rental application policy and understand and agree to these terms.

Date: _____



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 _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for leaving current address _____	Reason for leaving this address _____
_____	_____
_____	_____

5. EMPLOYMENT AND INCOME HISTORY

Current employer _____	Previous employer _____
Current employer address _____	Prev. employer address _____
From _____ To _____	From _____ To _____
Supervisor _____	Supervisor _____
Supervisor phone _____	Supervisor phone _____
Employment gross income \$ _____ per _____	Employment gross income \$ _____ per _____
Other income info _____	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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Reviewed by _____ Date _____

