

# Professional Property Management

396 S. Euclid Avenue

Upland, CA 91786

## RENTAL APPLICATION INSTRUCTIONS

The following instructions were compiled to assist you in completing the "Application to Rent" form:

1. Make sure to list your Full Name first middle last and your social security number in the proper spaces. Date of Birth and Driver License number must also be listed.
2. Please list both, your present and previous addresses – don't forget the CITY and ZIP CODE, Manager's or Owner's NAMES AND TELEPHONE NUMBERS must be provided.
3. Information requested regarding your present employment must be filled in completely; PLEASE authorize your employer to verify requested employment information. Make sure to list your GROSS INCOME in the proper space and provide 2 most recent pay stubs.
4. List ALL proposed occupants – First name, Last name, and ages of each. Individual applications are required from each adult (18years and over). Also, don't forget to include the family pet(s). No additional persons will be allowed to reside in the property, if not listed.
5. All credit references should be listed on the top portion of the back page, as this information is extremely important in the processing of your application. Please answer all questions in this section fully. If you have and credit problems, please attach a written explanation.
6. The section for personal reference and emergency information **MUST BE COMPLETELY FILLED IN**. Do not repeat the same names from either section.
7. Please list requested information regarding motor vehicles to be kept at the property. Please Note: Inoperable vehicles are not permitted at any time.
8. Fill in the address and rental amount of the rental unit you are applying for and do not forget to **sign the application**. Make sure to indicate the date you would like to move into your new home.
9. Credit and Unlawful Detainer Reports are required on all applicants. Cost to you is \$40.00 for each applicant. Every person over the age of 18 **MUST** fill out an application. Should your employer charge a fee to verify your employment from this office, an additional processing fee must be submitted. **THIS IS A NON-REFUNDABLE EXPENSE**. There may an additional charge for out of state reports. The processing fee is to be paid in CASH, CASHIER'S CHECK, and OR MONEY ORDER only. No PERSONAL CHECKS are accepted for the processing fee.

To complete the application process, please make sure each applicant has submitted the following.

	Completed Application by all adults (all applications must be signed)
	Two (2) most recent Paycheck Stubs and/or any other valid information to verify household income.
	Valid Driver's License or I.D
	Social Security Card
	Processing Fee

NOTE: Please allow the processor at least 48 hours to process your application before calling the office for status. Also, any missing applications and/or any incomplete applications may cause a delay in your process and/or may be returned unprocessed.

## RENTAL APPLICATION GUIDELINES

**CREDIT:** Credit check is required of each adult applying for a rental property. Credit Reports that are more than (10) days old are not accepted. Credit reports obtained from Professional Property Management are \$40.00 per adult and \$75.00 per married couple with the same last name. **\*\*CREDIT CHECK FEE\* is a non-refundable expense\*\*** It is not a deposit or rent, and will not be applied to future rent, or refunded, even if your application to rent is declined. No OPEN bankruptcies are accepted. Any bankruptcy showing on your credit report must be discharged.

**U.D. REPORT:** NO past evictions are accepted. A U.D. report will be processed to check for prior evictions and/ or unlawful detainer actions. This report is obtained by Professional property Management and is included in the \$40.00 credit check fee.

**DEPOSITS:** When and if your application to rent is approved, you will be required to pay first month's rent and a deposit for the property you applied for. All deposits and first month's rent must be paid by cashier's check or money order ONLY. Future rental payment may be made by personal check, provided that the resident has completed the proper form(s) and obtained permission from PPM to do so.

**EMPLOYMENT:** Must be verified as steady employment. Please authorize your employer to release any requested information.

**INCOME:** In order to qualify for this property you are applying for the income must be at least (3) three times the monthly rent. (This income may be combined income between the adults that are applying for the property. Proof of income is required, which may include, but is not limited to a recent payroll check stub.

**OCCUPANTS:**The number of occupants that may occupy a property varies depending on the number of bedrooms and size of unit.

**PETS:** Additional deposit may be required for properties where pets are allowed

**RENTAL HISTORY:** Good references are required from past landlords.

**WATER BEDS:** An insurance policy endorsement is required, naming Professional Property Management as additional insured.