



RENTAL APPLICATION PROCEDURES

By signing this application, you declare that all your statements in this application are true and complete. You authorize the community to which you are applying to verify this information through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, the community may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorneys' fees and litigation costs from the losing party. The community may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.

Please Attach the Following Items –

1. The rental application fee is \$25.00 for each application. Every occupant over age 18 needs to complete a rental application. This application will not be processed if it is not completely filled in, signed, and have the attached credit check fees. Cash, Cahier's Check, and Money Orders will be accepted and must be made out to **Pacific Legacy Property Management**.
2. A current pay stub is required for income verification. Please attach to the rental application, or fax to our office.

Approval of Application –

It takes approximately 24-72 working hours to complete the verification process. This property will continue to remain available for rent until final approval, confirmation, and receipt of holding deposit.

Condition of the Dwelling –

The property you have applied for will remain in its current condition unless agreements are made at the time of application. All properties will be cleaned, painted, with carpets professionally cleaned, and all necessary maintenance performed (as defined by management) prior to move in.

Lease Period –

All units are rented on a six-month lease unless otherwise specified.

Qualifying –

We qualify tenants on the basis of positive history in the following areas: previous tenancy, work experience, and credit history. First time renters or those without a lengthy credit history will often need a guarantor or co-signer due to lack of previous tenancy or credit history.

Pets –

Birds and fish are allowed. Dogs and cats are not allowed at all properties. Please check with management regarding your property.



RENTAL APPLICATION

Last Name		First	Middle	Social Security Number				
Home Phone ()		Cell Phone ()		Work Phone ()		Birth Date		
Email Address					Drivers License Number / State			
Other Occupants Under The Age of 18	1	Full Name	Age	Relationship	Birth Date	Social Security Number		
	2	Full Name	Age	Relationship	Birth Date	Social Security Number		
	3	Full Name	Age	Relationship	Birth Date	Social Security Number		
PETS: Please note that the Management Company reserves the right to approve all pets prior to approval of this application. Please see rental criteria for pet policy.		1	Type	Breed	Weight	Age	Color	License No.
		2						

CURRENT RESIDENCE

Current Address		Move-In Date	Expected Move-Out Date
Landlord Name		Monthly Payment \$	
Reason for Leaving		Landlord's Phone ()	

PREVIOUS RESIDENCE HISTORY

Please list a minimum of 24 months of rental history		
Current Address	Move-In Date	Move-Out Date
Landlord Name	Monthly Payment \$	
Reason for Leaving	Landlord's Phone ()	
Current Address	Move-In Date	Move-Out Date
Landlord Name	Monthly Payment \$	
Reason for Leaving	Landlord's Phone ()	

Do you have a waterbed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have waterbed insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HAVE YOU EVER HAD OR BEEN A PARTY TO ANY OF THE FOLLOWING?	<input type="checkbox"/> Unlawful Detainer	<input type="checkbox"/> 3 Day Notice to Pay	<input type="checkbox"/> Collection Accounts
	<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> 30/60 Day Late	
Any of these items may cause your application to be denied.			

Note: This application will not be processed if it is not completely filled in, signed, and have the attached credit check fees. The fees are \$25 per adult for every occupant 18 years or older. Checks, Cash, and Money Orders will be accepted and must be made out to **Pacific Legacy Property Management**.



VEHICLES

List all vehicles intended to be parked on the premises. Please note that the community policies state restrictions on the number of vehicles per apartment.

Auto #1 Make	Model	Year	Color	License Plate Number
Auto #2 Make	Model	Year	Color	License Plate Number
Auto #3 Make	Model	Year	Color	License Plate Number

EMPLOYMENT HISTORY

List a minimum of 24 months of employment history.

Current Employer	Current Department	Current Position	Start Date	End Date
Current Employer Address	City	State	Zip	Supervisor's Name
				Phone ()
				Annual Salary
Previous Employer	Department	Position	Start Date	End Date
Previous Employer Address	City	State	Zip	Supervisor's Name
				Phone ()
				Annual Salary
ADDITIONAL INCOME Additional income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification. Amount \$ _____ per Source:				

How did you hear about us? _____

By signing this application, you declare that all your statements in this application are true and complete. You authorize the community to which you are applying to verify this information through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, the community may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorneys' fees and litigation costs from the losing party. The community may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.

Applicant(s) has read and understands the above statement and to the best of his/her knowledge states that all facts are true and correct. It is further understood that a credit report and complete verification will be issued by an independent agent. Any applicable application fees must be paid prior to processing of the application and are non-refundable. Any false information may be grounds for rejection and/or forfeiture of deposits.

If the applicant finds it necessary to cancel a move-in, the Holding Deposit will be refunded provided the cancellation takes place within twenty-four (24) hours after submitting an application, regardless of approval status. Application fee is nonrefundable.



Applicant Full Name (Printed) _____ Applicant Signature _____ Date _____

*** FOR OFFICE USE ONLY ***

Desired Property: _____

Lease Start Date _____ Lease End Date _____ Desired Move In _____

Application Fee _____ Date Paid _____ Check # _____

Security Deposit _____ Date Paid _____ Check # _____

Rent _____ Date Paid _____ Check # _____

Comments: _____

Valid ID?

Yes

No