

# Application to Rent

Please completely fill out this application and use black ink.

## General Information

Apt No. \_\_\_\_\_ Located at \_\_\_\_\_  
Rent Amt \_\_\_\_\_ per \_\_\_\_\_  
How did you hear about the rental? \_\_\_\_\_  
Expected move in date \_\_\_\_\_  
Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Phone \_\_\_\_\_ - \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License and State \_\_\_\_\_  
Birth Date \_\_\_\_\_

### LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Rental History

Current Address: \_\_\_\_\_  
How Long: From(month/year) \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Tel \_\_\_\_\_ Rent Paid \_\_\_\_\_

Previous Address: \_\_\_\_\_  
How Long: From(month/year) \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Tel \_\_\_\_\_ Rent Paid \_\_\_\_\_

Second Previous Address: \_\_\_\_\_  
How Long: From(month/year) \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Tel \_\_\_\_\_ Rent Paid \_\_\_\_\_

## Employment Information

Company Name: \_\_\_\_\_ Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Occupation \_\_\_\_\_ monthly Salary \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

### PREVIOUS EMPLOYMENT

Company name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Occupation \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

## Additional Information

1. Have you ever had any credit problems? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever had an unlawful detainer action filed against you? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been evicted for non-payment of rent or for any other reason? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever filed bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Do you have any pets? \_\_\_\_\_ If yes, how many \_\_\_\_\_ Describe \_\_\_\_\_
7. Will you be using any water filled furniture? Yes \_\_\_\_\_ No \_\_\_\_\_

## Banking Information

Name of Bank \_\_\_\_\_ Branch or address \_\_\_\_\_  
Checking \_\_\_\_\_ Approx Bal \_\_\_\_\_  
Name of Bank \_\_\_\_\_ Branch or address \_\_\_\_\_  
Checking \_\_\_\_\_ Approx Bal \_\_\_\_\_

## Credit References (Credit Cards/Car Payments/Other Loans)

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Acct # \_\_\_\_\_ Present Balance \_\_\_\_\_  
Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Acct # \_\_\_\_\_ Present Balance \_\_\_\_\_

## Personal References

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ time known \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ time known \_\_\_\_\_ Relationship \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ time known \_\_\_\_\_ Relationship \_\_\_\_\_

## Vehicles

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Lic. \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Lic. \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes that their verification including, but not limited to, the obtaining a credit report and agrees to furnish additional credit references on request. Owner/agent is authorized to obtain a credit report now and in the future.

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employments from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorized, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from all liability and hold harmless all requesters and appliers of information in accordance herewith.

The undersigned makes application to rent housing accommodation designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Ernst & Haas Management Co., Inc.

4000 Long Beach Blvd. Ste 105, Long Beach Ca 90807  
(562)989-9835 Fax (562) 989-9166

(Revised 05/01/08)

## Application Process

**Thank you for considering a property offered by Ernst & Haas Management Company Inc.** The application process is very simple and normally takes 1-2 business days to process. You will be notified either by mail and/or telephone as to the approval status of your application. You may also request a copy of your credit report at any time regardless of approval status. Any questions regarding your report must be directed to the credit bureaus as we are not able to review the reports with you. Please make sure all information on the application is completed **IN FULL**. If there is any section or line that does not apply to you, please indicate by writing N/A.

### Please remit the following:

- **One completed application for each person over 18 yrs. of age.**
- **Original Driver's license or State ID, or two other forms of picture identification.**
- **Original Social Security Card or Supporting Documents**
- **Proof of income (e.g. 2 recent pay stubs, S.S.I/Disability, retirement, AFDC, etc.)**
- **\$25.00 application fee (No personal checks) per application. (This is a non-refundable administration charge to cover the costs of processing each application)**
- **Housing Voucher, if Section 8 applicant.**

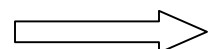
Once you are approved, you will be informed of the total amount required to move in: (1st month's rent and deposit). Both must be made payable as a money order or cashier's check. **NO CASH OR PERSONAL CHECKS ARE ACCEPTED FOR MOVE-IN OR DEPOSIT.** All payments must be made payable to Ernst & Haas Management Co., Inc.

- All applications are processed in the order received. The applicant who is first to pay the application fee, remits all the required documents, qualifies, and pays the required move-in charges after approval will be selected. We continue to process all applications submitted until a deposit is received by an applicant.
- Once an applicant is approved, the applicant may place a "hold" deposit on the property to reserve the property for up to 10 days. The hold deposit shall be equivalent to the daily rent value of the Property.
- Neither the management office nor an on-site manager shall accept any deposits from an applicant until the applicant has been qualified and approved by the management office.
- Applicants may not store any items or stay in the residence until the full deposit and rent has been received.
- Management company shall not hold a residence for an applicant until all required deposit have been received and an offer to rent has been signed by the applicant and the management office.
- Copies of all documents submitted shall be retained by the management office for a period of 3 years.

### Selection Criteria

*The following qualifications will be applied to all applications:*

- Rent cannot exceed 40% of monthly gross income. The income must be legal and verifiable (e.g. Pay stubs, tax return forms 1099 or 1040, AFDC Action letter, Court order for spousal or child support, Retirement deposit statement), or other documentation as determined verifiable and approved by the management office.
- Occupancy guidelines set by Fair Housing will be followed. No more than 2 persons per bedroom and one additional occupant shall occupy any residence.
- **Any false information provided on a rental application will result in disqualification of applicant.**



**Credit:**

- Credit score (FICO) must be no less than 620 for standard approval. Applicants with a credit score of 580-619 may be *conditionally approved*.
- If the score rates “N/A” and no negative trade lines or collections have been reported, then the applicant may *conditionally approved*.
- If the score rates “No subject Found” and all other information is verifiable, the application may be *conditionally approved*.
- If the credit score is less than 580, the application will not be approved.

**Rental Reference:**

- Tenancy verifications will be made for all residencies within the past 5 years.
- If applicant receives a derogatory rental reference, the application may not be approved.
- If tenancy verification results in home ownership, the loan or mortgage must be reflected on the credit report as a positive credit rating.
- If a tenancy results in home ownership without a mortgage, proof of ownership must be provided by way of Grant deed, tax records or escrow closing papers.
- If applicant has rented or lived with relatives, proof of residency must be established with corresponding ID card, Driver’s License, pay stubs, or credit report.

**Evictions:**

- NO EVICTIONS OR COLLECTIONS from a management company or landlord. If an applicant has been evicted or has a collection account from a previous landlord, the application may not be approved.

**Employment:**

- If applicant receives non verifiable income because no pay stubs are given, applicant may be *conditionally approved*.
- If the income unverifiable because the applicant is newly hired with no pay stubs to date, a letter on a company letterhead must be supplied by the employer indicating monthly salary and start date.
- If employment or income cannot be verified then a guarantor is required.
- If rent exceeds 40% of income, applicant may be *conditionally approved*.

**\*\*\*Conditional Approval\*\*\***

*If an applicant has been conditionally approved, the following conditions must be met:*

- A double deposit must be given prior to move in, or guarantor (co-signer) may be used, at the discretion of the office management. The guarantor must have satisfactory rental and employment references. Guarantor must have a credit score (Fico) of 620 or greater and rent should not exceed 40% of monthly gross income.
- The guarantor must submit an application along with the following: ID, Social Security card, 2 proofs of income, and pay the application fee.

**Section 8**

- Participant’s portion of rent shall not exceed 40% of total household income.
- All other applicant criteria shall apply.
- All section 8 applicants must be approved by the property owner.

I have read, understand, and agree to the above terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date