

Tenant
 Guarantor

CMS Property Management, Inc

APPLICATION TO RENT

Name of Applicant: _____

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out					Current rent \$ /Month		
2.	Previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out					Rent at move-out \$ /Month		
3.	Next previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out					Rent at move-out \$ /Month		
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Name of Applicant: _____

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____



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Name of Applicant: _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Corelogic
Name of Agency

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of \$ 35.00 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

- | | |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ <u>12.25</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>22.75</u> |
| 3. Total fee charged | \$ <u>35.00</u> |

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Date

Applicant (signature required)



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Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ 35.00 from the undersigned, hereinafter called "Applicant,"
(Date)
who offers to rent from Landlord the premises located at:

_____, Unit # (if applicable) _____
(Street Address)
_____, CA _____
(City) (Zip)

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

- | | |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ <u>12.25</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>22.75</u> |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ <u>35.00</u> |

For Landlord Use Only	
Screening fees paid by: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input checked="" type="checkbox"/> Cashier's Check <input checked="" type="checkbox"/> Money Order	
<input type="checkbox"/> Credit Card # (Last 4 digits only) _____	MC/VISA/AMEX Expiration Date: _____

Landlord by _____, _____ Agent for Landlord
Individual Signing for Landlord Management Co. (If Applicable)

Date

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



RENTAL APPLICATION CRITERIA

CMS Property Management, Inc (CMSPM) manages residential, commercial and industrial rental properties for numerous different owners throughout San Diego and Orange County. Owners are given their choice of three different categories of rental criteria, A, B and C. The specific qualifying criteria for each category are listed below. To determine which category of criteria applies to the property you are interested in, refer to the advertisement listing marked "TYPE." The category of rental criteria for the property will indicate "A", "B" or "C"

Criteria List for Applicants

Before filling out the application to rent, please review our list of criteria. If you feel you meet the criteria please apply – because we would be happy to rent to you. Also, if you have any questions or concerns, please feel free to ask.

1. A completed and signed application from all proposed applicants over the age of 18 must be submitted. All information must be completed. Incorrect or misinformation will disqualify you as a prospective tenant. Unsigned applications will be declined. Application fee can be in CASH or Money Order or online payment at www.cmsre.info
2. A \$35 screening fee for the purpose of checking credit and other background information is required with each application.
3. You must provide a photo ID.
4. You must have a credit report that demonstrates a willingness to pay financial obligations in a timely fashion.
5. No applicant with more than three negative credit ratings will be accepted as residents. If we see more negative credit ratings than positive ones, you will not be approved. We may consider negative credit ratings for medical issues or are more than 7 yrs old.
6. If you have an eviction on your record, you will not be considered as a resident. If you have an eviction and think it won't show up on your credit report, bring in your \$35.00 and see how good our screener are at finding negative credit.
7. We require favorable responses from prior landlords.
8. We require a minimum monthly income of at least 2.5 times the amount of you rent on B and C areas. 3 times the amount of rent on A areas. Income must be verifiable through current pay stubs, LES, Award Letter or Court ordered support.
9. Once we receive a completed and approved application, then we will stop accepting more applications for the same vacancy.
10. To be approved you MUST:
 - (a) Have no prior EVICTIONS/unlawful detainers (including those that resulted in a judgment with a subsequent dismissal) are grounds for denial.
 - (b) Be able to move in within 14 days of available date as indicated on the vacancy list.
 - (c) Meet the conditions for credit, income and number of occupants listed below as per (A) (D) and (E) below.
 - (d) Be able to provide written proof of legal, verifiable income as per (B) below.

(e) Prospective applicants must have a minimum of 1 year rental history, has given property notice to current landlord to move out, and is being let out of their lease. Meet the minimum standards for references from current and prior landlords as per (C) below

11. If APPROVED, you must sign holding agreement & pay the security deposit in full, within 3 business day. The property will continue to be offered for lease until we receive the funds to withdraw the property from the rental market.

12. All money paid before move in MUST be via cashier's check or money order only. No personal checks. Application processing depends on the time required to receive verifications from employees, landlords and credit reporting companies. Some are faster than others at returning verifications.

(A) INCOME/RENT RATIO:

Your monthly combined gross income must be at least:

PROPERTY TYPE INCOME/RENT RATIO

A 3 x the monthly rent

B and C 2.5 x the monthly rent(B) PROOF OF INCOME REQUIRED

(i) EMPLOYEES: PAY STUB issued in last 30 days. Employer to have valid business license/fictitious business name.

(ii) SELF EMPLOYED: 2 YEARS TAX RETURN (We will use Adjusted Gross Income on your "1040")

(iii) OTHER Programs: SSI/AFDC or other government payments: payment authorization issued in previous 30 days.

(iv) OTHER INCOME: Bank statements showing amounts deposited each month for previous 6 months or any other written verification of legal income.

(v) LIQUID ASSETS: e.g. (Savings/bank account, stocks) equal to 9 months rent.

(C) LANDLORD REFERENCE (Applies to the last 5 years)

You will be exempt from part /all of your landlord history requirement for periods where you can provide documentation that you were either the property owner or living with the property owner. If we cannot verify your landlord references you will be denied. If you are living with a relative or friend then you will need to pay a last month's rent.

Applicant may have no more than 2 late payments, lease violations or complaints from neighbors, per year. If you have more than one late payment you will need to pay an additional security deposit.

Applicant may have not caused more than \$300.00 in damages including cleaning (above ordinary wear and tear) to current or prior rental property.

(D) FICO/CREDIT SCORE

PROPERTY TYPE MINIMUM FICO SCORE:

A 700

B 660

C 620

a) If you have no credit score or have no social security # you will be required to have a co-signer.

b) For B/C properties only, if the average score of you, roommates and cosigners is less than

the applicable level above you must pay a last month's rent to be considered.

RENTAL APPLICATION PROCESSING FURTHER INFORMATION

- Applications that are incomplete and or unsigned will not be considered.
- CMS Property Management, Inc. does not rent units "sight unseen"
- All applications are processed at the CMS Property Management, Inc. Applications may be dropped off, faxed or emailed.

Please submit application to CMS Property Management, Inc. at our office. Application packages can be placed under the door from 7 am and 7 pm Monday to Friday and 8am to noon Saturday. Our address is 7840 El Cajon Blvd #400. La Mesa, CA. 91942.

- We acknowledge and abide by all Fair Housing laws and regulations.
- If approved, a deposit will be required within 3 days of approval notice to hold the rental unit.
- Deposit required in certified funds; cashier's check or money order.
- Applications will be processed after all required documents have been submitted.
- If an application is for an apartment in advance of the existing tenant vacating, please be aware that the date the apartment becomes available is subject to change due to existing tenant schedule and the needs of unit turnover without prior notification. Rental unit availability subject to prior rental.

I agree that I have read and understand the rental application criteria and wish to submit the above rental application.

X _____ .
Signature Date