



Rental Application Instructions

To ensure the swift and accurate processing of your application, the following documentation must be provided:

1. Completely fill out and sign your application for each adult occupant.
2. All applications must be submitted with a \$30.00 application fee (non-refundable) in the form of a cashier's check, money order, or cash.
3. A copy of driver's license/I.D. and Social Security Card for each adult occupant.
4. Copies of last three (3) months of paycheck stubs and/or some type of documentation for all income represented on the application.
5. Once completed, please return the above items to our office located at:

1460 Westwood Blvd. Suite 200
Los Angeles, CA 90024
(310) 475-4496

*Please note that we may request further information and/or documentation in order to verify and complete your application.

RENTAL QUALIFICATIONS

RENTAL HISTORY: Applicant shall have a minimum of one (1) year's accumulated rental history or ownership of primary residence, in their own name. Evictions, judgments, bankruptcy will not be acceptable and shall disqualify an Applicants.

INCOME REQUIREMENTS: Applicant shall be at the same job or within the same industry for one (1) year or more and gross three (3) times the rental rate. The job and income must be verifiable. Applicant's other monthly obligations will be taken into consideration when determining applicant's ability to pay the rent.

CREDIT HISTORY: Applicant must have good credit. Credit Reports with collection accounts, liens, evictions, judgments, bankruptcies or repossessions will not be accepted. Applicants with no credit history may require a co-signer.

To ensure swift processing of your Application, the following documentation must be provided at time of submission:

1. Completely filled out and signed application for each adult occupant.
2. A \$30.00 application fee (non-refundable) in the form of a cashier's check, money order, or cash for each application submitted.
3. Copy of a valid driver's license/I.D. for each adult occupant.
4. Copy of a social security card for each adult occupant.
5. Written verification for all income represented on the application. Acceptable forms of verification: last 3 months of paycheck stubs, 1099 form, W2 form, or tax returns. Bank Statements may be required as additional verification.

If the Applicant is approved, upon signing of the Lease:

* Applicant will need the first month's rent and security deposit to be paid in the form of a money order or cashier's check by the applicant in his/her name.

Co-signer may be considered in the following cases:

- * First-time renter meets the above credit and income requirements.
- * Renter who has not been on the job for 1 year but meets the rental history and credit requirements.
- * Renter who has no credit history but meets the rental history and income requirements.

A co-signer is an individual who will guarantee the rent and lease obligations for another person, but will not live in the Premises. The co-signer will be named on the Rental/Lease Agreement with the Applicant and must also sign a Continuing Guarantee Agreement. In order to qualify, a co-signer must be able to cover his/her own bills plus the rent of the applicant's unit. The co-signer will be subject to the same qualifications above.

All Rental Units will continue to be advertised and considered available to the public until this office has received all move-in costs in the form of money order or cashier's check and a signed a Lease. Once a COMPLETED Application is submitted, processing will take approximately 1 to 3 business days. All Applications and documentations submitted by Applicant will become the property of American Property Management.

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**Applicant has read and received a copy of Rental Qualifications.**

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Date

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Applicant's Name PRINTED

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Applicant's Signature

# APPLICATION TO RENT OR LEASE

**APPLICANT** Each Applicant over the age of 18 must complete their own application form

**PLEASE PRINT**

|                                       |               |                   |                    |
|---------------------------------------|---------------|-------------------|--------------------|
| First, Middle, Last Name              | Date of Birth | Social Security # | Driver's License # |
|                                       |               |                   |                    |
| Other Names Used In the Last 10 Years | Home Phone    | Cell Phone        | Email Address      |
|                                       |               |                   |                    |

**ADDITIONAL OCCUPANTS** List everyone who will live with you:

|                          |               |                           |
|--------------------------|---------------|---------------------------|
| First, Middle, Last Name | Date of Birth | Relationship To Applicant |
|                          |               |                           |
|                          |               |                           |
|                          |               |                           |

**EMPLOYMENT**

|                     | Current Employment             | Prior Employment               |
|---------------------|--------------------------------|--------------------------------|
| Employer            |                                |                                |
| Address             |                                |                                |
| Employer Phone      |                                |                                |
| Job Title           |                                |                                |
| Name of Supervisor  |                                |                                |
| Dates of Employment | From:                      To: | From:                      To: |
| Income Per Month    | \$                             | \$                             |

**RESIDENCE**

|                                      | Current Residence | Previous Residence | Previous Residence |
|--------------------------------------|-------------------|--------------------|--------------------|
| Street Address                       |                   |                    |                    |
| City                                 |                   |                    |                    |
| State & Zip                          |                   |                    |                    |
| Dates of Stay                        |                   |                    |                    |
| Owner/Manager<br>And<br>Phone number |                   |                    |                    |
| Reason For Leaving                   |                   |                    |                    |
| Last Rent Paid                       | \$                | \$                 | \$                 |

**VEHICLES**

| Automobiles | Make | Model | Color | Year | License No. |
|-------------|------|-------|-------|------|-------------|
|             |      |       |       |      |             |
|             |      |       |       |      |             |
| Motorcycles |      |       |       |      |             |

**PERSONAL REFERENCES**

| In Case Of Emergency, Notify      | Address/City | Phone | Relationship |
|-----------------------------------|--------------|-------|--------------|
| Close Friend                      |              |       |              |
|                                   |              |       |              |
| Nearest Relative Living Elsewhere |              |       |              |
|                                   |              |       |              |



**CREDIT INFORMATION** Please list all your financial obligations

| Name of Bank or Savings & Loan |             | Branch or Address |  | Account No. |         | Balance     |  |
|--------------------------------|-------------|-------------------|--|-------------|---------|-------------|--|
|                                |             |                   |  | Checking    |         | \$          |  |
|                                |             |                   |  | Savings     |         | \$          |  |
| Credit Accounts                | Account No. | Address/City      |  | Phone       | Balance | Due Monthly |  |
|                                |             |                   |  |             |         |             |  |
|                                |             |                   |  |             |         |             |  |
|                                |             |                   |  |             |         |             |  |
|                                |             |                   |  |             |         |             |  |
|                                |             |                   |  |             |         |             |  |

**GENERAL INFORMATION** Check answer that applies

- Do you smoke?  YES  NO
- Do you have any pets/animals?  YES  NO
- Have you ever filed for bankruptcy?  YES  NO
- Do you have any musical instruments?  YES  NO
- Do you have any water-filled furniture or do you intend to use water filled furniture in the apartment?  YES  NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?  YES  NO
- Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or any other reason?  YES  NO

Please explain any "yes" answers to the above questions:

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Why are you leaving your current residence? \_\_\_\_\_

The applicant hereby applies to rent/lease Apartment # \_\_\_\_\_ at \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy. Intended Start Date: \_\_\_\_\_

An application fee of \$ \_\_\_\_\_ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required)

