

## ***General Qualifying Guidelines***

***We are looking for a good low maintenance renter, that will take care of property and pay their rent on time, and leave the property in the same shape as it is being rented to them.***

- Min 1 yr lease, Move In is generally 1st month rent + Security Deposit equal to 1mo rent + \$500 pet Deposit (max 2 pets – need to **be friendly** – need breed/age) additional requirement may apply.
- Generally, tenant pays all utilities, maintains yard and provides their own refrigerator and will be required to provide renters insurance.
- See listing if there are any Move In Specials, additional requirements for rental and if pets are allowed.

### **To Apply:**

- ☐ Requirements: \$50 per applicant fee (MUST BE MONEY ORDER) -call/text or email on who to make it payable to. Let us know the property.
- ☐ We need completed Application from everyone over 18yrs old
- ☐ Copy of Driver License and Social Security Card
- ☐ We need Income Documentation that supports income that is listed on application such as Current Paystubs w YTD earnings, Last Year's W2, SSI, SSA, Child support, etc.
- ☐ For Self Employed or Cash Income - need last 6m bank statements for cash income, Last year's Tax Return.
- ☐ Section 8 OK. case by case- only if property says section 8 OK
- ☐ Copy of Proof of Move In Funds (recent bank statement, ATM Printout, Etc showing funds to Move In)
- ☐ You maybe asked for additional supporting documentation if necessary.

***We understand most applicants may have some credit issue otherwise you may be buying a home, so depending upon what they are it will most likely not be a major issue. We generally like to see incomes from applicant 3+ times the monthly rent. Lower is possible but will most likely require additional months security deposit. Reserve Funds after move-in funds paid help increase chances of approval, we will need a deposit to hold (generally amount equal to 1 months rent-non refundable). We may ask for proof of move in funds a major plus.***

***Please let me know upfront prior to showing if you have any of the following high risk items:***

- 1.You can't document all your income?
- 2.Credit Score below 600?
- 3.Have no rental history?
- 4.No rental history (living with parents or can't prove income (paid cash and not deposited)?
- 5.Short Job History?
- 6.Other items that may be of concern?

**The following items are subject to applicant denial:** Unemployed, Bad Rental History (damage to prior property, consistent lates, etc), Credit Score below 520, Evictions, Judgments, Felony or Criminal background.

We do verify all applicant information, sources of income, rental history, job history, court records, background and credit checks, etc. It is better to let us know upfront anything that you believe may be of concern to a landlord so you don't waste your time or money.

**Information deemed accurate but not guaranteed! Price and terms is subject to change without notice and may vary from owner to owner. Applicants and Pets (need to be Friendly) subject to approval by Landlord.**



CALIFORNIA  
ASSOCIATION  
OF REALTORS®

## APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/15)

### I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) ☐ tenant, ☐ tenant with co-tenant(s) or ☐ guarantor/co-signor.

Total number of applicants \_\_\_\_\_.

#### 2. PREMISES INFORMATION

Application to rent property at \_\_\_\_\_ ("Premises")

Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

#### 3. PERSONAL INFORMATION

##### A. FULL NAME OF APPLICANT \_\_\_\_\_

B. Date of Birth \_\_\_\_\_ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. 1. Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

2. See section II for Social Security Number

D. Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

E. Email \_\_\_\_\_

F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_

G. Pet(s) (number and type) \_\_\_\_\_

H. Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Other vehicle(s): \_\_\_\_\_

I. In case of emergency, person to notify \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

J. Does applicant or any proposed occupant plan to use liquid-filled furniture? ☐ No ☐ Yes Type \_\_\_\_\_

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

M. Has applicant or any proposed occupant ever been asked to move out of a residence? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

#### 4. RESIDENCE HISTORY

Current address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Do you own this property? ☐ No ☐ Yes

Reason for leaving current address \_\_\_\_\_

Previous address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Did you own this property? ☐ No ☐ Yes

Reason for leaving this address \_\_\_\_\_

#### 5. EMPLOYMENT AND INCOME HISTORY

Current employer \_\_\_\_\_

Current employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_

Prev. employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

## 7. PERSONAL REFERENCES

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

## 8. NEAREST RELATIVE(S)

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

**If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: **Grand Vista Realty**  
Address **20258 Hwy 18, Suite 430-450** City **Apple Valley** State **CA** Zip **92307**

## II. SCREENING FEE

### THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant Social Security Number: \_\_\_\_\_. Applicant has paid a nonrefundable screening fee of \$ \_\_\_\_\_, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, [www.bls.gov](http://www.bls.gov). The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$44.50 as of 2012.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_;  
\$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
\$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ CalBRE Lic. # \_\_\_\_\_  
Date \_\_\_\_\_

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## Employment/Tenant Verification Authorization

RE: \_\_\_\_\_

Applicant/Tenant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

I hereby authorize release of my employment information.

X \_\_\_\_\_

Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_

The individual name directly above is an applicant/tenant for a rental property that requires verification of income. The information provided will remain confidential to satisfaction of the stated purpose only.

\_\_\_\_\_  
Property Owner/Management Agent

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Company

\_\_\_\_\_  
Fax To

The above applicant has applied for a rental property with our company and listed employment with your company. To ensure that we can give all possible consideration to the applicant listed above application, I am requesting the information below be completed and faxed back to me. Any information that you provide will be kept confidential. Thank you in advance for your prompt response.

### Employment Verification – TO BE COMPLETED BY EMPLOYER

Position with your company:			
Employed from		To	
Pay Rate:	Hourly*:\$ _____ Ave Hrs Per Week _____	Monthly:\$ _____	Annually:\$ _____
*If hourly, please include the number of hours worked on an average per week:			
Is there any anticipated change in the Employee's salary in the next 12 months?			
Likelihood of continued employment (circle one): Strong Average Poor			
Reason for leaving (if applicable)			
Employer's Signature		Employer's Printed Name	Date
Employer (Company) Name and Address			
Phone#	Fax#	E-mail	
Completed by Printed Name/Title			
Signature:		Date:	
Any Add'l comments:			

## Tenant Rental Verification Authorization

RE: \_\_\_\_\_  
Applicant/Tenant Name Social Security Number

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant Date

The individual name directly above is an applicant/tenant for a rental property that requires verification of income. The information provided will remain confidential to satisfaction of the stated purpose only.

\_\_\_\_\_  
Property Owner/Management Agent Phone Number  
\_\_\_\_\_  
Company Fax To

The above applicant has applied for a rental property with our company and listed employment with your company. To ensure that we can give all possible consideration to the applicant listed above application, I am requesting the information below be completed and faxed back to me. Any information that you provide will be kept confidential. Thank you in advance for your prompt response.

### Verification Of Rental History To Be Completed by **PROPERTY MANAGER OR OWNER**

We are requesting verification of rental history for the individual named above, who states they are a present or former tenant.

Rental history of Tenant		
Rental Address		
Date moved in	Moved out	Monthly rent \$
Was rent paid on time?	Number of times late?	
What was included in rent?		
Number of persons in family?	Did they follow the rules?	
Complaints by others (explain)?		
Care of rental unit:		
Any damage?	How Many Pets?	
Overall rating as a tenant (good, fair, poor, explain)		
Would you rent to them again?		
Did they give notice to move? Y/N	If former tenant, did you return full security deposit?	
If not, why?		
Completed by Print Name:		
Signature:	Date:	
Title:	Phone:	