

S & L Property Management

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www.sfpropertymanagement.com

RENTAL APPLICATION CRITERIA

I. APPLICATION

Application will **NOT** be processed until:

- ◆ **Application is 100% completed, and**
 - ◆ **All required paperwork is submitted!**
1. Application fee and move-in fees **CANNOT** be in cash. Payment(s) can be paid by verifiable funds (i.e. cashier's check, money order) payable to S & L Property Management. No personal checks - **NO EXCEPTIONS!**
 2. In most cases, we will give you a decision within five (5) business days. Please be patient.
 3. To be approved, **YOU MUST**:
 - a. A copy of a valid State Drivers' License, Government Issue Photo ID, or a Social Security Card is required for **ALL** applicants.
 - b. Have **NO** prior Rental Evictions/unlawful detainers (including those that resulted in a judgment with a subsequent dismissal). These are grounds for automatic denial.
 - c. Be able to take possession within 30 days of the availability date indicated on the rental list.
 - d. Meet the minimum standards for references from current and prior landlords (as per Section IV below).
 4. If approved, you must sign the rental agreement **AND** pay the security deposit in full within one (1) business day.
 5. A post-dated check for the first month's rent or ACH arrangements are required at time of signing.

II. INCOME/RENT RATIO

1. Your monthly combined gross income must be at least: Rent X 3

III. REQUIRED PROOF OF INCOME

1. **EMPLOYEES**: Two most recent pay stubs or a typed letter of employment or transfer on employer letterhead issued in the last 30 days.
2. **SELF EMPLOYED**: Two years of Tax Returns (we will use Adjusted Gross Income on your "1040"), and copies of: Schedule C, Profit Letter, and City Business License.
3. **VOUCHER** letter issued in the last 30 days from Section 8, plus proof of other legal income equal to the income to rent ratio (outlined above) for your portion of the rent.
4. **OTHER INCOME**: Bank statements showing amounts deposited each month for previous six (6) months or any other written verification of legal income.

IV. LANDLORD REFERENCE (Applies to the last 3 years)

1. 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.
2. If we cannot verify your landlord references or if you are living with a relative or friend, then you may be required to pay an additional security deposit.

V. OCCUPANCY STANDARDS

1. Maximum occupancy is: 2 persons per bedroom, plus one additional person, per common living area
2. All of our properties are non-smoking and tenants are expected to comply, **NO EXCEPTIONS!**

S & L Property Management

REQUIREMENTS CHECKLIST FOR NEW LEASES

✓	<p><u>TO BE INCLUDED WITH APPLICATION SUBMISSION</u></p> <p>Application will <u>NOT</u> be processed until all required paperwork is submitted! Please refer to Rental Application Criteria sheet.</p>
	<p><u>Narrative Explanation(s)</u>: If applicant(s) has/have a discrepancy in any of the following areas: credit checks, criminal checks (including sexual offenses), employment verification(s), tenancy and/or eviction verification, and/or banking information, you may want to attach a narrative explaining these instances. The narrative will be provided to the owner and will be used when screening your application.</p>
	<p><u>Copy of Utility Bill</u>: A copy of a utility bill for your current address.</p>

✓	<p><u>UPON APPLICATION APPROVAL</u></p> <p>Lease <i>MUST BE</i> signed within two (2) business days from approval. If not, SLPM reserves the right to move-on to the next application.</p> <p>In addition, Keys <u>WILL NOT</u> be released until all required paperwork, including those listed below, are submitted!</p>
	<p><u>Identification</u>: A copy of a valid State Drivers' License, Government Issue Photo ID, or a Social Security Card are required for ALL applicants.</p>
	<p><u>Utility Account Numbers</u>: You MUST provide all utility account numbers by the date of the lease signing, if not received; your appointment will be rescheduled until this requirement is fulfilled. Utility account numbers required include: gas, electric, water, and trash. Phone, cable, or monthly accounts are not required. <u>NOTE: Non-compliance may delay your move-in date.</u></p>
	<p><u>Renters' Insurance</u>: S & L Property Management must receive a copy of your renters' insurance <i>POLICY</i> upon lease signing (must be the actual Policy, applications are NOT accepted!) <u>NOTE: Renters' insurance must be maintained during the whole term of tenancy.</u></p>
	<p><u>1st Month's Rent</u>: A post-dated check for the first month's rent or ACH arrangements are required at time of signing.</p>
	<p><u>Approved Pet(s)</u>: If approved, for <i>each</i> pet, a recent picture and a current copy of vaccination records.</p>

<u>ADDITIONAL INFORMATION</u>	
<u>Lease Renewal</u>	At the time of your Lease Renewal, a Renewal Application must be completed and processed. In addition, <u>ALL</u> outstanding fees <i>must</i> be paid before the lease is renewed.
<u>HOA Rules & Regulations</u>	Full compliance with <u>ALL</u> rules and regulations of the HOA (Homeowner's Association) is mandatory, NO EXCEPTIONS! Any fines incurred are the responsibility of the Tenant(s) and, if not corrected, may be subject to further legal action.
<u>Cash Payments</u>	After move-in, all payments submitted should be by personal check, cashier's check, money order, ➔ Cash payments are not recommended.

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Rental Application

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED!

For **each** applicant over 18 years of age, we require the following: ♦ Last 2 pay stubs. For self employed applicants 2-years of tax returns (W-9 & Schedule C) ♦ Any Additional Income documentation, and ♦ For **each** applicant, an application processing fee of \$35 money order/cashier's check payable to S & L Property Management.

RENTAL APPLICATION	PROPERTY #1:	
	PROPERTY #2:	
REQUESTED MOVE-IN DATE (No National Holidays or Weekends)		NOTE: All listed property availability dates should be considered an estimate and are subject to change.

Please provide all information requested - incomplete applications will **NOT** be processed! All applicants 18-years of age or older **MUST** complete this or another application, regardless of relationship and/or employment/financial status.

APPLICANT (1)	
NAME	
S.S.#:	DATE OF BIRTH
D.L. #:	STATE
()	()
CELL PHONE	WORK PHONE
E-MAIL ADDRESS	

APPLICANT (2)	
NAME	
S.S.#:	DATE OF BIRTH
D.L. #:	STATE
()	()
CELL PHONE	WORK PHONE
E-MAIL ADDRESS	

LIST ANY OTHER OCCUPANT(S)

NAME	AGE	RELATIONSHIP

NAME	AGE	RELATIONSHIP

EMPLOYMENT HISTORY (No less than 2 years, attach additional sheet if needed)

APPLICANT (1)			
CURRENT EMPLOYER	YOUR POSITION TITLE		
ADDRESS	CITY	STATE	ZIP
		()	
SUPERVISOR NAME	PHONE NUMBER		
SUPERVISOR TITLE			
\$			
GROSS MONTHLY SALARY	HOW LONG?		

APPLICANT (2)			
CURRENT EMPLOYER	YOUR POSITION TITLE		
ADDRESS	CITY	STATE	ZIP
		()	
SUPERVISOR NAME	PHONE NUMBER		
SUPERVISOR TITLE			
\$			
GROSS MONTHLY SALARY	HOW LONG?		

RESIDENTIAL HISTORY

(No less than 2 years, attach additional sheet if needed)

APPLICANT (1)		
PRESENT ADDRESS		
CITY	STATE	ZIP
<input type="checkbox"/>	<input type="checkbox"/>	\$
RENT	OWN	MONTHLY AMOUNT
FROM	TO	REASON FOR LEAVING
OWNER / MORTGAGE CO.	() PHONE NUMBER	

APPLICANT (2)		
PRESENT ADDRESS		
CITY	STATE	ZIP
<input type="checkbox"/>	<input type="checkbox"/>	\$
RENT	OWN	MONTHLY AMOUNT
FROM	TO	REASON FOR LEAVING
OWNER / MORTGAGE CO.	() PHONE NUMBER	

PRIOR ADDRESS		
CITY	STATE	ZIP
<input type="checkbox"/>	<input type="checkbox"/>	\$
RENT	OWN	MONTHLY AMOUNT
FROM	TO	REASON FOR LEAVING
OWNER / MORTGAGE CO.	() PHONE NUMBER	

PRIOR ADDRESS		
CITY	STATE	ZIP
<input type="checkbox"/>	<input type="checkbox"/>	\$
RENT	OWN	MONTHLY AMOUNT
FROM	TO	REASON FOR LEAVING
OWNER / MORTGAGE CO.	() PHONE NUMBER	

PETS

YES NO

NOTE: Owner approval is required. A pet security deposit is also required.

TYPE (i.e. dog,cat)	BREED	NAME	WEIGHT	AGE	GENDER		SPAYED/NEUTERED	
					M	F	YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLES

Please list ALL vehicles that will be present on the property

TYPE	MAKE	YEAR	COLOR	LICENSE PLATE NUMBER

BANKING REFERENCES

APPLICANT (1)			
		()	
NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
ACCOUNT NUMBER		\$ BALANCE	
		()	
NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
ACCOUNT NUMBER		\$ BALANCE	

APPLICANT (2)			
		()	
NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
ACCOUNT NUMBER		\$ BALANCE	
		()	
NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
ACCOUNT NUMBER		\$ BALANCE	

PERSONAL REFERENCES

APPLICANT (1)			
NAME		RELATIONSHIP	
ADDRESS		CITY	STATE ZIP
()		()	
HOME NUMBER		CELL NUMBER	

APPLICANT (2)			
NAME		RELATIONSHIP	
ADDRESS		CITY	STATE ZIP
()		()	
HOME NUMBER		CELL NUMBER	

NAME		RELATIONSHIP	
ADDRESS		CITY	STATE ZIP
()		()	
HOME NUMBER		CELL NUMBER	

NAME		RELATIONSHIP	
ADDRESS		CITY	STATE ZIP
()		()	
HOME NUMBER		CELL NUMBER	

GENERAL INFORMATION

		APPLICANT (1)*		APPLICANT (2)**	
1.	Do you smoke?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you have pets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Have you ever filed for bankruptcy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Have you ever been evicted for non-payment of rent or any other reason?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Do you own, possess, or utilize any commercial vehicles that would need to be housed or parked at the property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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

***APPLICANT (1):**

****APPLICANT (2):**

I hereby certify that I am at least 18 years of age. Applicant(s) represents that all information given on this application is true and correct. Applicant(s) hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant(s) hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant(s) agrees to furnish additional credit and/or personal references upon request.

Applicant(s) understands that incomplete (please see required document list) or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant(s) hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

NOTE	➤	S & L Property Management is merely the processor of this document. Consideration and final approval of this application is made at the sole discretion of the Property Owner.
	➤	The processing fee for this application is a 100% pass-thru fee, meaning no part of this fee is retained by S & L Property Management. Therefore, this fee, or any portion thereof, is <u>NON-REFUNDABLE!</u>

I/we further understand that S & L Property Management will retain this application whether or not it is approved.

APPLICANT(S): (please sign)

APPLICANT (1)

DATE

APPLICANT (2)

DATE