

S & L Property Management

43525 Ridge Park Drive, Unit 200 ♦ Temecula, CA 92590

RENTAL APPLICATION CRITERIA

I. APPLICATION

Per Fair Housing regulations, we are only allowed to process one application at a time. If for some reason a prior application is not accepted, we will move on to the next application in the order it was received.

An Application will NOT be processed until:

- ♦ **Application is 100% completed, and**
- ♦ **ALL required paperwork is submitted!**

II. OVERVIEW

1. Application fee and move-in fees **CANNOT** be in cash. Payment(s) can be paid by verifiable funds (i.e. cashier's check, or 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. Provide 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.

III. INCOME/RENT RATIO

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

IV. 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.

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RENTAL APPLICATION CRITERIA cont.

V. 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.

VI. 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!

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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> <ul style="list-style-type: none"> ❖ Applicants or a designated representative <u>MUST</u> view the property both inside and outside before final approval and a lease agreement can be prepared and entered into between all parties. Certain exceptions apply for out of state and out of country applicants only. <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 <u>MUST</u> 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 <u>POLICY</u> 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, credit card* and/or debit card* (*subject to processing fees). ➔ Cash payments are not recommended and are subject to an additional processing fee.

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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 (*cash is not accepted!*).

Please list below the property address that you are interested in:

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. **PLEASE LEGIBLY PRINT ALL INFORMATION!**

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

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

LIST ANY OTHER OCCUPANT(S)

(Other than applicant(s))

NAME	AGE	RELATIONSHIP

NAME	AGE	RELATIONSHIP

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EMPLOYMENT/INCOME HISTORY

(No less than 2 years)

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?	

EMPLOYMENT/INCOME HISTORY cont.

(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?	

BANKING REFERENCES

APPLICANT (1)			
		()	
(1) NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
		\$	
LAST 4 DIGITS OF ACCOUNT NUMBER		APPROXIMATE BALANCE	

APPLICANT (2)			
		()	
(1) NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
		\$	
LAST 4 DIGITS OF ACCOUNT NUMBER		APPROXIMATE BALANCE	

(2) NAME OF BANK			
		()	
(2) NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
		\$	
LAST 4 DIGITS OF ACCOUNT NUMBER		APPROXIMATE BALANCE	

(2) NAME OF BANK			
		()	
(2) NAME OF BANK		PHONE NUMBER	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHECKING	SAVINGS	OTHER	
		\$	
LAST 4 DIGITS OF ACCOUNT NUMBER		APPROXIMATE BALANCE	

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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.

Is the Pet a Service Pet?

YES NO

If "YES," proper paperwork is 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"/>

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VEHICLES

Please list ALL vehicles that will be present on the property

TYPE	MAKE	YEAR	COLOR	LICENSE PLATE NUMBER/STATE

PERSONAL REFERENCES*

APPLICANT (1)

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

APPLICANT (2)

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

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

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

**Personal references must include at least one in-state resident 18 years of age and older. Direct familial relationships are preferred.*

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GENERAL INFORMATION

<u>APPLICANT (1)*</u>			
1.	Do you smoke?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you have pets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Have you ever filed for bankruptcy?	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"/>
5.	Have you ever been evicted for non-payment of rent or any other reason?	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"/>
If "YES" was checked, please explain below:			

<u>APPLICANT (2)*</u>			
1.	Do you smoke?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you have pets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Have you ever filed for bankruptcy?	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"/>
5.	Have you ever been evicted for non-payment of rent or any other reason?	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"/>
If "YES" was checked, please explain below:			

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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, and/or Telechecks. 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 1

SIGNATURE	DATE
PRINT NAME	
I have viewed the property (Inside & Outside): Y/N	

APPLICANT 2

SIGNATURE	DATE
PRINT NAME	
I have viewed the property (Inside & Outside): Y/N	

❖ Applicants or a designated representative **MUST** view the property both inside and outside before final approval and a lease agreement can be prepared and entered into between all parties. Certain exceptions apply for out of state and out of country applicants only.