

Alden Properties, LLC

Applicant Qualification Criteria for Renting

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

1. A completed and signed Application from each proposed occupant over the age of 18 must be submitted. **ALL LINES MUST BE FILLED IN.** Incorrect or misinformation will delay or disqualify you as a prospective renter.
2. A screening fee of \$25 per Applicant to be paid in cash, cashier's check or money order for the purpose of running credit and eviction reports.
3. Provide a current photo ID, such as a copy of Applicant's Driver's License or State Issued ID Card plus a copy of Applicant's Social Security Card.
4. You must have a credit report that demonstrates a willingness to pay financial obligations in a timely manner.
5. Rental History must be verifiable from two unbiased previous landlord sources. We do not verify tenancy if a current or previous landlord is related by blood or marriage. We require favorable responses from references and previous landlords.
6. You must have no records of evictions.
7. We require monthly income of 2.5 times the amount of your monthly rent. Income must be verifiable through paystubs or tax records. All other income, including self-employment, must be verified through tax records.
8. You will be denied if you have a conviction for any type of crime that would be considered a threat to real property or the ability of other residents to peacefully enjoy the premises.
9. We will accept the first qualified applicant.
10. Upon approval of your application, the full security deposit is to be paid within 24 hours in the form of a cashier's check or money order only – payable to Bruce Short.
11. Please note that our property is smoke-free. If you rent a house, you must smoke outdoors. If you rent a townhome or apartment, there is no smoking on the property.

Allden Properties, LLC

Required Information to Be Submitted With Your Application:

Please be sure that the following five (5) items are returned when applying:

1. Rental Application for each Applicant, signed and dated.
2. Your application screening fee of \$25 in the form of cash, cashier's check or money order for each applicant over the age of 18.
3. Picture ID (Driver's License or State Issued ID Card)
4. Social Security Card
5. Proof of Income: Current paystubs for the past two (2) months. For self-employed 1099 applicants, your last two years of tax returns are required.

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 And 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:

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.

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)



RENTAL HISTORY VERIFICATION

I (We), _____, hereby grant you permission to disclose my rental history to _____, in order that they may determine my eligibility for rental of a home.

Tenant's Signature Date

Tenant's Signature Date

Name of Community: _____

Contact: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Length of Residency? _____ Move-in: _____ Move-out: _____

Monthly Rental Amount: _____ # of Late Payments: _____

of Returned Checks/NSF Checks: _____ # of 3 Day Notices to Pay Rent: _____

Any Other Notices or Violation Letters? _____

Any Documented Complaints? _____

Tenant Gave Proper 30 Day Notice to Vacate: please circle one **YES** or **NO**

Would You Rent to This/These Tenant(s) Again? please circle one **YES** or **NO**

Name of Agent Doing Verification: _____

Title: _____ Date: _____

Thank you so much for your time and your prompt response. If you have any questions, please feel free to contact us at: _____.

Property Manager's Signature Date



AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer: _____ Fax/Email To: _____

I, _____, hereby grant you permission to disclose my employment history to

_____, so that they may determine my income eligibility for rental of a home.

Prospective Tenant's Signature

Date

The above referenced employee has applied to rent a home at _____.

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income: _____

Overtime: _____

Bonus: _____

Commission: _____

Other: _____

Total: _____

I hereby certify that the statements above are true and correct and complete to the best of my knowledge.

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

If you have any questions, please feel free to contact us at: _____ . Please return a copy of this verification to:

Mail: _____

Fax: _____

Email: _____

Thank you so much for your time and your prompt response!



RECEIPT OF APPLICATION SCREENING FEE

This will acknowledge receipt of the sum of \$ _____ by

Owner/Agent: _____ from

Applicant(s): _____

for the purpose of a rental application screening fee for the rental property located at

Address: _____ Unit _____

City _____, CA Zip _____

Per California Civil Code Section 1950.6, below is an itemization of how the above screening fee is applied:

Cost of obtaining Applicant(s) credit/eviction reports: \$ _____

Administrative costs of obtaining reports and reference and background checks: \$ _____

Total Screening Fee: \$ _____

Applicant _____ Date: _____

Applicant: _____ Date: _____

Owner/Agent _____ Date: _____

