

# APPLICATION TO RENT OR LEASE



## Encino Garden

17730 Burbank Boulevard, Encino, 91316

A completed "Ap\_ to Rent or Lease" must be submitted for each individual 18 years or older that will reside in the Apartment. All applications must be accompanied by a \$35.00 per applicant credit and consumer report fee. Please **PRINT CLEARLY**.

### APPLICANT:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
          First                    Middle                    Last  
Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Exp: \_\_\_\_\_  
Home Phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_  
Email Address: \_\_\_\_\_ Other Contact #: \_\_\_\_\_

### NAME AND RELATIONSHIP OF ALL OTHER PROPOSED OCCUPANTS (DOB for All Minors):

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

### EMPLOYMENT HISTORY (Minimum of 3 Years is Required):

**A) Current Employer:** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ thru \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**B) Prior Employer:** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ thru \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**C) Previous Employer:** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ thru \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**D) Previous Employer:** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ thru \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**RENTAL HISTORY (Minimum of 3 Years Required):**

**A) Current FULL Address:** \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ thru \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Owner/Management Company Name: \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**B) Prior FULL Address:** \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ thru \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Owner/Management Company Name: \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**C) Previous FULL Address:** \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ thru \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Owner/Management Company Name: \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**D) Previous FULL Address:** \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ thru \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Owner/Management Company Name: \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**FINANCIAL INFORMATION:**

**A) Name of Bank/Credit Union:** \_\_\_\_\_

Phone # : (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Acct #: \_\_\_\_\_ Checking or Savings: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

**B) Name of Bank/Credit Union:** \_\_\_\_\_

Phone # : (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Acct #: \_\_\_\_\_ Checking or Savings: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

**C) Creditor:** \_\_\_\_\_

Phone # : (\_\_\_\_) \_\_\_\_\_

Current Account Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

**D) Creditor:** \_\_\_\_\_

Phone # : (\_\_\_\_) \_\_\_\_\_

Current Account Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

**E) Creditor:** \_\_\_\_\_

Phone # : (\_\_\_\_) \_\_\_\_\_

Current Account Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

**PERSONAL REFERENCES:**

**A) Reference Name:** \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Occupant: \_\_\_\_\_

**B) Reference Name:** \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Occupant: \_\_\_\_\_

**C) EMERGENCY CONTACT:** \_\_\_\_\_ Phone # : (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Occupant: \_\_\_\_\_ Other Phone# or Email: \_\_\_\_\_

**VEHICLE INFORMATION:**

1) Name of Registered Owner: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # \_\_\_\_\_ State: \_\_\_\_\_

2) Name of Registered Owner: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate # \_\_\_\_\_ State: \_\_\_\_\_

**GENERAL INFORMATION: (Please indicate "Y" or "N" with any explanation as needed):**

1. Have you ever had any credit problems? (Y/N) If so, please describe them: \_\_\_\_\_
2. Have you ever been convicted of a crime? (Y/N) If so, please describe: \_\_\_\_\_
3. Have you ever been evicted for non-payment of rent, or any other reason? (Y/N) If so, please describe: \_\_\_\_\_
4. Have you ever had a 3-Day Notice served on you, and/or an unlawful detainer filed against you? (Y/N) If so, please describe: \_\_\_\_\_
5. Do you have any pets? (Y/N) If so, please list type(s), name(s), color and approximate age(s) of all pets: \_\_\_\_\_
6. Do you intend to have an aquarium and required additional insurance? (Y/N) If so, please describe it/them: \_\_\_\_\_
7. Do intend to have a waterbed or other furniture with liquid filling material and required additional insurance? (Y/N) If yes, please describe it/them: \_\_\_\_\_
8. Do you intend to install or use a satellite dish or private use antenna in compliance with our antenna policy? (Y/N) If so, please describe: \_\_\_\_\_
9. Unit # you are applying for? \_\_\_\_\_ What is the monthly rent? \$ \_\_\_\_\_ What is the deposit? \$ \_\_\_\_\_
10. Can you pay the first month's rent and any deposits (cashiers check/money order ONLY) prior to taking possession? (Y/N)
11. By what date do you intend to take possession of the unit? \_\_\_\_\_ Can you fulfill our 1 year Lease requirement? (Y/N)
12. How did you hear about the building/vacancy? \_\_\_\_\_

**The APPLICANT acknowledges** the LESSOR'S policy that, if APPLICANT's application is approved, at any time during ensuing occupancy, any additional occupants of the unit, **must** complete an application & meet all of the requirements of the Criteria for New Resident Selection (current at the time the new resident applies), or else be refused occupancy AND **represents that all information provided on this application is true and correct, and hereby authorizes verification of all references and facts; including but not limited to obtaining unlawful detainer, consumer reports, investigative reports, credit and bad check reports. APPLICANT waves claim and releases from liability any person providing or obtaining said verification or additional information. If the application is accepted and APPLICANT becomes a tenant, APPLICANT further authorizes OWNER and/or OWNER's agents and assigns to obtain investigative, credit, and consumer reports during this tenancy to monitor continued compliance with the "Criteria for New Resident Selection." APPLICANT also hereby acknowledges receiving, reviewing and accepting the conditions listed on the "Criteria For New Resident Selection".**

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APPLICANT'S SIGNATURE

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APPLICANT'S NAME-PRINT

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DATE



## CRITERIA FOR NEW RESIDENT SELECTION

All Applicants will be approved on the following criteria

Applicant(s) must complete “*Application to Rent*” and grant us permission for a credit check and personal history investigation of all applicants. A completed Application must be processed on all prospective residents, 18 years of age or older, who will be residing in the apartment. A non-refundable application fee of \$35.00 must be paid for each Applicant.

- 1) **FAIR HOUSING:** All Applicants must be treated alike. We do not deny housing approvals because of race, color, ancestry, national origin, religion, sex, marital status, family status (children), age, sexual orientation, source of income, mental or physical disability or medical condition.
- 2) **INCOME:** **The collective verifiable income of the Applicant(s) must be at least three times the monthly rent income.** If income is not verifiable by employee, or if the Applicant is self-employed, the following would be required: An original W2 form, and a most recent one month worth of original pay check stubs, **or** 12 months of original bank statements showing a consistent monthly income, **or** 6 months of original bank statements along with a copy of the previous year’s tax return. **A qualified Lease Guarantor may be used for Applicants with no verifiable income or insufficient income. The Guarantor must make four times the monthly rent income.**
- 3) **IDENTIFICATION:** Applicants must present an original, government-issued photo identification document in the true and correct name of the applicant. Acceptable forms of identification include, but are not limited to: a valid drivers’ license, valid state identification card, and a valid passport.
- 4) **EMPLOYMENT:** **Applicants must have verifiable current employment and three years employment history or a verifiable source of income.** Student status will be accepted as an alternative to employment history provided it can be verified. All applicants must provide original documentary proof of school enrollment such as, but not limited to: a valid student I.D. card or student visa document **AND** a letter confirming current enrollment from the school registrar.
- 5) **CREDIT:** **The Collective Debt Service of the Applicant(s), including rent, may not exceed 70% of gross income.** NO overtime or bonus may count as income unless there is a two-year verifiable history. **Applicant must have three or more years of good credit. If, after applicant’s credit history has been processed and no United States credit history is available,** the Applicant may (at applicant’s expense) request a credit search from another country. If Applicant takes exception with the credit findings, he or she is responsible for contacting the creditors and/or the credit bureau. If the discrepancy can be clarified, the Applicant will be considered on the basis of new information.

Applicant must have sufficient cash reserves or a line of credit to accommodate major cash demands such as loss of employment, illness, or major car repairs. Applicant must have a verifiable checking and/or savings account and must provide a most recent original bank statement. If Applicant is lacking sufficient cash reserves or line of credit, Applicant must have a qualified Lease Guarantor. **A Guarantor may NOT be used to compensate for Applicant’s poor credit, employment instability, or bad history or lack of residency.**

- 6) **RENTAL HISTORY:** **Each Applicant and occupant must have three or more years of good verifiable occupancy history from current and previous landlords.**
- 7) **CRIMINAL REPORT:** Background and criminal record checks will be conducted. An applicant will be denied for any of the following: a) An applicant is subject to a registration requirement under a federal and/or state sex offender registration program; b) Conviction of a felony offense; c) conviction of manufacturing and/or distributing a controlled substance; d) Conviction of any offense that would threaten the health, safety, or peaceful enjoyment of the premises by other residents; e) conviction of any offense that would threaten the health and/or safety of the owner, employee(s), contractor(s), or agent(s) involved in the operation of the property.
- 8) **AN APPLICANT WILL BE AUTOMATICALLY DENIED FOR THE FOLLOWING REASONS:**
  - Anyone having been evicted by a previous landlord for cause.
  - Anyone having negative rental or homeownership history such as unresolved debt to a previous landlord or mortgagor, or non-compliance with any terms of a lease, contract or property policies.
  - Falsification of any information on the rental application.
  - Anyone currently in the process of filing a bankruptcy.



**CRITERIA FOR NEW RESIDENT SELECTION**

**All Applicants will be approved on the following criteria**

- Anyone having a police report in their record regarding disturbance of the peace, domestic disturbance, or a violent crime.
- Conviction of, guilty plea to, or plea of no contest to any felony or misdemeanor, except misdemeanors related to traffic.

**9) OCCUPANCY:** Maximum number of occupants per apartment: Two per bedroom, plus one additional occupant.

**10) PETS:** No dogs. A maximum of two cats are allowed; they must be at least one year old and spayed or neutered. All pets or any kind must be approved by management prior to bringing them onto the property. All approved pets must be accompanied by a Pet Agreement and paid Pet Deposit. Visiting dogs are NOT allowed on the property.

**11) RENT & SECURITY DEPOSITS:** The Applicant must be able to pay the first full month's rent and any Security Deposit(s) prior to moving into the apartment. A security deposit in the amount of **\$600.00** is required. Additional deposits may be required for waterbeds, pets, satellite dishes, antennas, and/or storage lockers if available.

**12) ACCEPTABLE FORMS OF PAYMENT FOR MOVE IN COSTS:** All rent, deposits, and fees, which are due prior to move in, must be paid by Cashiers Check or Money Order only. Personal checks or cash will not be accepted. If the Cashier's Check or Money Order for any move in costs is dishonored and/or returned by the bank unpaid, the Applicant will automatically be declined residency.

**13) PARKING:** Applicant agrees to management's assignment of parking spaces.

**14) INSURANCE:** All Applicants are required to meet the \$50,000 per occurrence liability insurance requirement.

**PROPERTY:** Encino Garden Apartments

**DATED:**

**UNIT #:**

\_\_\_\_\_  
AGENT FOR LESSOR

APPLICANT \_\_\_\_\_

APPLICANT \_\_\_\_\_

APPLICANT \_\_\_\_\_

APPLICANT \_\_\_\_\_

