

HEMET-SAN JACINTO PROPERTY MANAGERS' RENTAL GUIDELINES
2290 E. FLORIDA AVE - HEMET, CA 92544
951-766-4424 / hsjvpm@yahoo.com

Occupancy Policy: Occupancy is based on the number of bedrooms in a home. Two persons are allowed per bedroom. All of our homes are non-smoking.

Credit Report & Application Process: Each applicant 18 years of age and over is required to complete an application and **pay a non-refundable \$30.00 fee (CASH ONLY/EXACT CHANGE) when the application is turned in.** Incomplete applications will result in delays. Credit reports are valid up to 30 days from the date they are printed from our office. No criminal activity which involves crimes against others or drug charges will be considered.

General Requirement: State Picture I.D. or Driver's License and Social Security Card are required with the completed application. A verifiable six (5) year rental history is required. A copy of your current lease is required. **Upon move in, you will be required to have proof of RENTERS INSURANCE.**

Income Verification: Verifiable monthly household income is **required.** Household income should be two and half (2-1/2) times the monthly rent. We will need your three (3) most recent paystubs. **For Retirement, Social Security, Unemployment and Disability,** we will need the following: award letters or three (3) current months of bank account statements. **If you are self-employed,** we need three (3) current months' bank statements and the last two (2) years tax returns. Unverifiable income will not be considered. Inaccurate or falsified information will be grounds for denial.

Disabled Accessibility: Hemet San Jacinto Property Managers allows existing premises to be modified in accordance with the guidelines of the Fair Housing Laws. Upon move out, the home HAS to be returned to the way it was when you moved in.

Pet Policy: Some of the breeds not allowed by HSJPM include, but are not limited to, **Pit Bulls, Rottweilers, Akitas, Dobermans or any mixture thereof.** If you are allowed a pet, it is subject to the approval of HSJPM and the owner and, an additional security deposit will be required. Dogs must be currently licensed and proof brought in at the time you are accepted. Exception: animals designated as service animals for a resident.

Tenant Authorization - Please read carefully before signing: In considering this application from you, management will rely on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, you authorize management to process a credit report, verify any references that you have listed and run a criminal background check. Applicant represents that all information given on this application is true and correct and hereby authorizes verification of all references including, but not limited to, obtaining unlawful detainer, criminal reports and credit reports. Applicant hereby waives any claim, and releases from liability any person providing or obtaining said verification.

If your application is approved, you will be required to pay the security deposit immediately and provide Renters Insurance. The security deposit and first month's rent are to be paid in MONEY ORDER or CASHIER'S CHECK ONLY, no cash or personal checks will be accepted for this transaction. Please provide all information requested. Incomplete applications will delay processing.

Applicant: _____ Date: _____
Signature

Applicant: _____ Date: _____
Signature

Property: _____ OR _____

Who referred you or how did you hear about us? _____

PLEASE READ BEFORE COMPLETING APPLICATION

Screening Criteria

Income:

- Total household income has to be 2-1/2 times the monthly rent.
- If you are employed, you must provide the 3 most recent pay stubs, or bank statements showing the 3 most recent payroll deposits.
- If you receive Unemployment, you must provide proof of earnings and the balance left.
- If you receive Social Security, Pension, etc., which gets deposited into a bank account, you must provide the 3 most recent bank statements.
- If you are self-employed, you must provide your 3 most recent bank statements with the deposit amounts circled, as well as your last 2 year's income tax documents.

Credit:

- Should look good. There should be more positive than negative.
- Most owners are looking for good credit. All factors are taken into consideration.
- We do not accept co-signers.

Background:

- Bankruptcies must be fully discharged and Notice of Discharge must be provided.
- No evictions in the past eight years.
- No felonies or charges which involves crimes against others, or drug charges will be considered.

Home:

- All of our homes are non-smoking.
- As per Fair Housing guidelines, our homes accept two people per bedroom (i.e., a two bedroom home would include 4 people, a three bedroom home would include 6 people, etc.)

Pets:

- In the homes that allow pets, we need proof of licensing. All homes require an additional security deposit for each pet.
- Service Animals must be trained for the disability you have and documentation/paperwork in the way of proof of training is required. No additional deposit is required.

Rental History:

- You MUST have a verifiable 5 year rental history (a copy of your current lease is required).
- We do not accept co-signers.
- Evictions in the past 8 years will not be considered.

Applicant: _____ Date: _____
Signature

Applicant: _____ Date: _____
Signature

APPLICANT

First, Middle, Last Name: _____
DOB: _____ SSN: _____
DL#: _____ State: _____
Home#: _____ Cell#: _____
e-mail address: _____

CO-APPLICANT

First, Middle, Last Name: _____
DOB: _____ SSN: _____
DL#: _____ State: _____
Home#: _____ Cell#: _____
e-mail address: _____

This section is intended for CHILDREN living in the home under the age of 18. All adults 18 years and older are not to be listed here, but are to fill out a separate application. If you need more room, please write on the back.

Child's Name: _____ DOB: _____ Relationship: _____
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Child's Name: _____ DOB: _____ Relationship: _____
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Child's Name: _____ DOB: _____ Relationship: _____

APPLICANT RESIDENCE HISTORY

CO-APPLICANT RESIDENCE HISTORY, IF DIFFERENT

MUST LIST UP TO SIX (5) YEARS OF RENTAL HISTORY, if you need more room, please write on the back

Present address: _____
City _____ State _____ Zip _____
Rent or Own _____ How Much \$ _____
When did you move in ____ / ____ / ____
Reason for leaving _____
Name & # for verification _____

Present address: _____
City _____ State _____ Zip _____
Rent or Own _____ How Much \$ _____
When did you move in ____ / ____ / ____
Reason for leaving _____
Name & # for verification _____

Previous address: _____
City _____ State _____ Zip _____
Rent or Own _____ Amount paid: \$ _____
From ____ / ____ / ____ To ____ / ____ / ____
Reason for leaving _____
Name & # for verification _____

Previous address: _____
City _____ State _____ Zip _____
Rent or Own _____ Amount paid: \$ _____
From ____ / ____ / ____ To ____ / ____ / ____
Reason for leaving _____
Name & # for verification _____

If you have pets, please list:

Breed _____ Weight _____ Age _____ License # _____ Name _____
Breed _____ Weight _____ Age _____ License # _____ Name _____

Vehicles, Motorcycles, Boats, etc., to be parked on the premises:

Year _____ Make _____ Model _____ Color _____ License # _____
Year _____ Make _____ Model _____ Color _____ License # _____
Year _____ Make _____ Model _____ Color _____ License # _____
Year _____ Make _____ Model _____ Color _____ License # _____

If retired, self employed, unemployed or on disability, please indicate source, monthly income and provide proof

MUST LIST UP TO FOUR (4) YEARS OF WORK HISTORY

APPLICANT

Present Employer: _____

Address _____

City _____ State _____ Zip _____

Supervisor Name: _____

Supervisor Phone Number: _____

Work Start Date: _____

Net monthly income \$ _____

Position _____

Previous Employer: _____

Address _____

City _____ State _____ Zip _____

Supervisor Name: _____

Supervisor Phone Number: _____

From ____ / ____ / ____ To ____ / ____ / ____

Net monthly income \$ _____ Position _____

Reason for leaving _____

CO-APPLICANT

Present Employer: _____

Address _____

City _____ State _____ Zip _____

Supervisor Name: _____

Supervisor Phone Number: _____

Work Start Date: _____

Net monthly income \$ _____

Position _____

Previous Employer: _____

Address _____

City _____ State _____ Zip _____

Supervisor Name: _____

Supervisor Phone Number: _____

From ____ / ____ / ____ To ____ / ____ / ____

Net monthly income \$ _____ Position _____

Reason for leaving _____

PERSONAL REFERENCES

APPLICANT

Name _____ Ph# _____

Address _____

City _____ State _____ Zip _____

Relationship to you: _____

Name _____ Ph# _____

Address _____

City _____ State _____ Zip _____

Relationship to you: _____

CO-APPLICANT

Name _____ Ph# _____

Address _____

City _____ State _____ Zip _____

Relationship to you: _____

Name _____ Ph# _____

Address _____

City _____ State _____ Zip _____

Relationship to you: _____

BANKING REFERENCES

APPLICANT

Bank Institute _____

Address _____

City _____ State _____ Zip _____

CO-APPLICANT

Bank Institute _____

Address _____

City _____ State _____ Zip _____

Have you ever been asked to move or been evicted? If yes, why and when: _____

Have you filed for bankruptcy? If yes, Date filed _____ Discharge date: _____