

# HEMET-SAN JACINTO PROPERTY MANAGERS' RENTAL GUIDELINES

142 South Harvard Street – Hemet, California 92543

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 \$35.00 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 five (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. Net 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 owners. Dogs must be 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 NET (bring home after taxes) 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 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 \$50.00 per month in rent, per pet. Limit of 2 pets per home.
- 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: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 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 \_\_\_\_\_

**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 \_\_\_\_\_

**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: \_\_\_\_\_