

SCVLEASING.com

PROPERTY MANAGEMENT

Application Process: Any person over the age of 18 must fill out their own application form. Each application must be turned into our office with a \$30.00 Application Fee. You can drop off, mail, or fax your application to the following address:

27720 Dickason Drive #151
Valencia, CA 91355
Fax (661) 244-2881

All residence application must be turned in before the application's can be processed. Each application must be complete for us to process the application.

Applicant is completing Application as a (check one) tenant tenant with co-tenant(s) or guarantor/ co-signor.

Premises Information

The undersigned hereby applies to rent/lease the property known as:

(Street Address) (City) (State) (Zip)

for \$ _____/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 **\$30.00 per person over the age of 18 intending to occupy the property** is hereby submitted for the cost of Credit and other reports and processing this application.

Applicant: (Must be 18 or older and living on property, even part-time)

Name: Last	First, Middle	Birth Date	Social Security #	Driver License #	State

Home Phone	Cell Phone	Work Phone

Email Address	Alternate Email Address

Additional Occupants: (Name(s) of all other proposed occupant(s) and relationship to applicant.)

Name: Last	First, M.I.	Birth Date	Social Security #	Driver License #	State

Employment History:

	Current Employment		Previous Employment	
Name of Employer				
Address of Employer				
Occupation/Job Title				
Name of Supervisor				
Supervisor Phone #				
Dates of Employment	From:	To:	From:	To:
Income per Month	\$		\$	

Residence History:

	Current Residence		Previous Residence	
Street Address				
City				
State, Zip				
Dates of Stay				
Last Rent Paid	\$		\$	
Owner/Manager Name				
Owner/Manager Phone#				
Reason for Leaving				

Automobiles:

Make	Model	Color	Year	License Plate #	State

Income:

Gross Monthly Employment Income Before Deductions: \$ _____

Gross Monthly Income From Other Sources (average): \$ _____

Bank Information:

Name of Bank	Branch/ Address	Type (checking, savings...)	Approx. Balance

Credit Information:

Name of Creditor	Account Number	Monthly Payment	Balance Due

Personal References:

	Name	Address	Phone #	Relationship
In case of Emergency				
Non-Relative				
Non-Relative				
Nearest Relative				

General Information:

1. Mother's maiden name:			
2. Have you received welfare or Unemployment Insurance?	If so, when?		
3. Do you intend to use water-filled furniture?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Do you have any pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, describe:
5. Do you smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Have you ever been evicted for non-payment or any other reason?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, describe:
7. Why are you leaving your current residence?			
8. Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, describe:

Applicant understands and agrees: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; and **(ii)** Landlord or Property Manager may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Property Manager to: **(i)** verify the information provided; and **(ii)** obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant Signature: _____ Date: _____ Time: _____

Return your completed application and any applicable fee not already paid to: _____

Address: _____ City: _____ State _____ Zip _____

Screening Fee:

THIS SECTION TO BE COMPLETE BY LANDLORD OR PROPERTY MANAGER.

Applicant has paid a **nonrefundable** screening fee of \$30.00, applied as follows: The screening may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index.)

\$13.50 for credit reports prepared by Experian & Equifax

\$14.00 for Fraud, Eviction, Criminal, Bad Check Searches (other out-of-pocket expenses); and

\$2.50 for processing.

I, _____, (rental applicant), authorize and permit SCV Leasing, Inc. (rental owner/property manager) to perform background checks and obtain information about me from credit sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above. By signing below I hereby give permission to SCV Leasing to forward all of my information including my credit report to the owner of the property I am applying for.

I further authorize and permit the rental owner or property manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Applicant Signature: _____ Date: _____

Phone: _____ Social Security Number: _____

The undersigned has read the forgoing and acknowledges receipt of copy.

Applicant Signature: _____ Date: _____

The undersigned has received the screening fee indicated above.

Landlord or Property Manager Signature: _____ Date: _____

When would you like to move in? _____ day _____ of 20____.