



## REQUIREMENTS TO PROCESS AN APPLICATION

### APPLICATION NEEDS TO PROVIDE THE OFFICE WITH:

- 1) A COPY OF PHOTO IDENTIFICATION OR DRIVERS LICENSE
- 2) A COPY OF SOCIAL SECURITY CARD.
- 3) A COPY OF THE MOST RECENT PAYCHECK STUB OR ANY TYPE OF INCOME RECEIVED. IF APPLICANT IS SELF-EMPLOYED, WE NEED A COPY OF THEIR LAST YEAR'S W-2 FORM. IF APPLICANT GETS PAID CASH, WE NEED A LETTER FROM THEIR EMPLOYER. APPLICANT NEEDS TO EARN A NET INCOME OF 2 TIMES MORE THE AMOUNT OF THE RENT
- 4) A \$25 MONEY ORDER PER ADULT FOR A CREDIT CHECK. PRIOR EVICTIONS, BANKRUPTCIES OR MANY NEGATIVES AUTOMATICALLY DENIES AN APPLICANT.
- 5) APPLICATION TO RENT MUST BE COMPLETELY FILLED OUT IN ORDER TO PROCESS.



## APPLICANT SCREENING POLICIES

1. Applicants **MUST** view the interior of the property before submitting their application.
2. Incomplete Applications or those with contingencies will not be processed.
3. An application will be processed when the application is **completely filled out**. A **payment** is required for the screening fee(s). The screening fee submitted to Peer Group Corporation must be in the form of money order or cashier's check.

### **IF MORE THAN ONE APPLICATION IS SUBMITTED AT THE SAME TIME:**

We will first process the Application that best matches the Owner's requirements. All other applicants will be notified and allowed to withdraw their application and pick up their screening fee. Anyone wishing to have their application in second position can ask us to hold it. Your screening fees will not be deposited until the first application is denied. We will notify the applicant in second position as to the status before we deposit their screening fee and process their application.

**SCREENING FEES:** All Adults who intend to reside on the premises longer than three weeks and co-signers over 18 years old must complete an application and pay a screening fee. The charges for screening fees are as follows: each applicant over the age of 18 is \$25.00. Please be aware, we will access a credit report and criminal background report.

**CREDIT REPORT/CRIMINAL BACKGROUND REPORT:** Please be aware your screening fee pays for us to access a credit report and a criminal background report.

**INCOME REQUIREMENTS:** At least one adult must make two (2) times the monthly rent as their gross monthly income. Because this is a community property state, the income of married couples is combined. Please provide a copy of your recent earnings statements when you submit your application. Inability to provide income verification will be a reason for denial of tenancy.

**LANDLORD REFERENCE:** We **DO NOT** accept relatives as landlord references.

**PETS:** A deposit or non-refundable fee is charged even if a pet is kept outside. It is our policy to require pets be neutered or spayed. We will require the tenants sign a Pet Addendum that becomes a part of the Rental/Lease Agreement.

**SMOKING:** If you are applying for a non-smoking property you will be required to sign an addendum agreeing that no smoking will take place in the property at any time.

**WATERBEDS:** Liability insurance is required at the time of move in. You will be required to sign an addendum confirming insurance coverage and proof of policy.

## INFORMATION REQUIRED ON THE APPLICATION

**MOVE IN DATE:** The date applicants intend to occupy the property must be filled in on the application. If the applicant(s) is/are approved, the move-in date will be the date the lease is signed.

**YOUR PHONE NUMBER:** Please indicate a phone number where you can be reached while your application is being processed.

**CURRENT AND FORMER ADDRESS:** List the last two addresses at which you paid rent or mortgage payments, excluding those of relatives. If you are staying temporarily somewhere, do not list it as your current address.

**AGENT REFERENCES:** If you do not have landlord references but have sold your home, give the name of the Real Estate Agent who listed and sold your house. If you own a house you are now renting indicate the person managing the property and their phone number. Provide the rent or mortgage payment amount as well as length of residency.

**INCOME VERIFICATION:**

**CURRENT EMPLOYMENT:** Please provide a copy of your most recent earnings statement with your application. Please indicate your current employer's name and phone number along with position and length of employment.

**SELF-EMPLOYED:** Please provide a copy of last year's Tax Return including the Schedule C form and a current Income Statement or Quarterly Tax Return.

**OTHER INCOME:** If you are relying on income from other sources, such as Social Security, Welfare, Child Support, etc., please provide documentation to verify this income at time application is submitted.

**PROCESSING THE APPLICATION**

A leasing agent gives you the information on the property, shows you the property, and assists you in filling out the application. If you have any questions or concerns, please discuss them with the leasing agent before submitting the application. We hope this information is helpful and we thank you for your cooperation.

Once you have completed your application and provided the required funds and documentation, the Leasing Agent submits it to the Property Manager who will screen it and determine whether it is approved or denied. The Property Manager will be the one to notify you of the status.

**WHEN YOUR APPLICATION IS APPROVED**

**TENANT IS RESPONSIBLE FOR SETTING UP UTILITY SERVICES:** Once your application has been approved and your move-in date is scheduled you are responsible for contacting the utility companies to start service in your name on the date your tenancy begins. Please ask your Property Manager for the names of the Utility Companies you are responsible for contacting if you do not know who they are.

**AT TIME OF MOVE-IN: PERSONAL CHECKS WILL NOT BE ACCEPTED WHEN YOU SIGN THE LEASE AND RECEIVE THE KEY. MOVE-IN FUNDS MUST BE A CASHIER'S CHECK OR MONEY ORDER.** You will be notified, and we will deposit your holding fee in the bank. The money will be credited toward your move-in funds. The Property Manager will schedule a time to meet with you. At that time you will sign the Rental/Lease Agreement, do the move-in inspection, receive the keys, and pay the remaining move-in funds. If the applicant(s), after notification of approval, chooses for any reason whatsoever not to execute a Rental/Lease Agreement with the landlord or landlord's agent, the Rental Deposit converts to a NON-REFUNDABLE Placement Fee.

**IF YOUR APPLICATION IS DENIED**

We will ask if you want your holding fee mailed to you at your current address or if you want to come in to the office and pick it up.

**THIS DISCLOSURE FORM IS FOR YOUR RECORDS**



**APPLICATION TO RENT**

\*\*\*\* DO NOT LEAVE ANY BLANKS \*\*\*\*

1) Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Driver's Lic./I.D # \_\_\_\_\_  
 Birthdate \_\_\_\_\_

2) Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Driver's Lic./I.D # \_\_\_\_\_  
 Birthdate \_\_\_\_\_

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Dates Resided at this Location \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Dates Resided at this Location \_\_\_\_\_ Reason for moving \_\_\_\_\_

**CURRENT EMPLOYMENT**

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Company Phone# \_\_\_\_\_  
 Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
 Dates of Employment-from: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Company Phone# \_\_\_\_\_  
 Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
 Dates of Employment-from: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \$ \_\_\_\_\_

**CREDIT REFERNCES (Credit Cards/Car Payments/Other Loans)**

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
 Account # \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Company Name \_\_\_\_\_ Monthly Payment \_\_\_\_\_  
 Account # \_\_\_\_\_ Monthly Payment \_\_\_\_\_

**BANK INFORMATION**

Name Of Bank \_\_\_\_\_ Branch or Address \_\_\_\_\_  
 Checking # \_\_\_\_\_ Approx. Bal \_\_\_\_\_ Savings # \_\_\_\_\_ Approx. Bal \_\_\_\_\_

**LIST ALL ADDITIONAL ADULTS AND CHILDREN WHO WILL OCCUPY UNIT**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles, etc.)**  
 Are you a registered owner?  Yes  No if not who?  
 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**ADDITIONAL INFORMATION**

1. Have you ever had any credit problems?  Yes  No; 2. Have you ever filed for Bankruptcy?  Yes  No  
 3. Have you ever been evicted for non-payment of rent or for any reason?  Yes  No;  
 4. Have you ever had an unlawful detainer filed against you?  Yes  No;  
 5. Do you smoke?  Yes  No; 6. Does any proposed occupant smoke?  Yes  No;  
 7. Have you ever been convicted of a felony?  Yes  No;  
 8. Do you have any musical instruments?  Yes  No, if yes, what kind \_\_\_\_\_  
 9. Will you have any pets?  Yes  No, If so, describe \_\_\_\_\_



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**PERSONAL REFERNCE (NOT RELATED)**

| FULL NAME | RELATIONSHIP | ADDRESS | PHONE NUMBER |
|-----------|--------------|---------|--------------|
|           |              |         |              |
|           |              |         |              |

**NEAREST RELATIVE (NOT LIVING WITH YOU)**

| FULL NAME | RELATIONSHIP | ADDRESS | PHONE NUMBER |
|-----------|--------------|---------|--------------|
|           |              |         |              |
|           |              |         |              |

**IN CASE OF AN EMERGENCY NOTIFY**

| FULL NAME | RELATIONSHIP | ADDRESS | PHONE NUMBER |
|-----------|--------------|---------|--------------|
|           |              |         |              |
|           |              |         |              |

**WHEN DO YOU PLAN TO MOVE IN? Date:** \_\_\_\_\_

**MOVE IN CHARGES**

APPLICATION FEE: \_\_\_\_\_ RENT PER MONTH: \_\_\_\_\_

SECURITY DEPOSIT: \_\_\_\_\_

We require: (1) A non-refundable application fee of **\$25.00 (PER ADULT)** in the form of a money order made **payable to Peergroup Corporation.**

(2) A non-refundable security deposit is required within 2 days of application approval. Applicant is expected to move in and pay first month's rent within 5 days. Security and rent need to be paid in the form of a money order.

Applicant represents that statements above made are true and correct and hereby authorizes verification of references and agrees to furnish additional credit references on request, and waives any claim against any person(s) providing such verification. The undersigned makes application to rent housing accommodations designated as: Apt No. \_\_\_\_\_ Located \_\_\_\_\_

The rental for which is \$ \_\_\_\_\_ per month and upon approval of this application agrees to sign rent or lease agreement and to make all payments due before occupancy.

**(APPL. #1)** Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**(APPL. #2)** Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_