

APPLICATION INSTRUCTIONS

Thank you for choosing Nancy Russell Property Management & Sales, LLC for your rental needs. We do business in accordance with Federal and State Fair Housing Laws. It is illegal to discriminate against any person because of age, race, religion, marital status, disabilities or national origin.

INFORMATION WILL BE VERIFIED-PLEASE READ CAREFULLY AND FILL OUT COMPLETELY.

Please explain all problems before submitting your application, i.e., evictions, bankruptcy, bad credit, etc.

The following information must accompany your application before it will be processed:

1. **Proof of income:** 2 of the most recent pay stubs, self-employed must have #1040, bank statements, P&L, etc. Social Security, Child support, AFDC must be documented. Income must be 2 ½ times the rental amount to qualify. (If you are working with the Section 8 program, a copy of your voucher will be required showing the approximate portion that you will be responsible for, and the maximum rental amount allowed.)
2. **Copy of picture I.D.** and **Social Security card**
3. **A history check fee of \$30.00** is charged for each applicant who is needed to qualify for the unit and must be paid with cash or money order – **NO PERSONAL CHECKS**. Fees are applied as follows: \$14.00 per person for credit check and balance applied to cost of time spent verifying information.

PLEASE NOTE: APPLICATION WILL NOT BE PROCESSED WITHOUT THE ABOVE DOCUMENTATION.

Our process time is normally 48 hours, excluding weekends and holidays

Upon acceptance, we must have a deposit to hold and the property will be LEFT ON THE MARKET until we have the money in hand (even if you have verbal approval). The amount must be at least equal to the rental amount for the time property is withdrawn from the market. For example: Rental amount divided by 30 days, times # of days held off the market. This money will be applied to first month's rental amount and/or deposit, however, will be forfeit in the event Prospective Tenant decides to rescind the agreement.

We normally DO NOT hold any property for more than 2 week. There are exceptions, find out before you apply.

Move in costs and all rents must ALWAYS be in the form of a CASHIER'S CHECK OR MONEY ORDER. Cash and personal checks WILL NOT BE ACCEPTED.

Depending upon the information you supply us with, you may be asked to increase the security deposit.

It is our desire for this to be a pleasant experience. We are happy to answer any questions for you.

Nancy Russell Property Management & Sales, LLC
226 E Broadway, Vista, CA 92084
(760) 639-0601, FAX 639-1670

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Landlord nor Brokers, if any, are required to check this website. If Tenant wants further information, Tenant should obtain information directly from this website.)

I/We, _____, (Prospective Tenants) have read and understand the above and agree to the terms and conditions before submitting this application. I acknowledge receiving a copy of this document.

Signature

date

Signature

date

APPLICATION TO RENT

All Applicants over the age of 18 MUST fill out an application to rent, even if not on the lease.

Address of Property to be Rented _____
Rent \$ _____ Deposit \$ _____ Move in Date _____

Full name of applicant, include aliases _____
DOB _____ Soc Sec # _____ Driver License #/State _____
Home Phone # _____ Work Phone # _____ Cell Phone # _____
Email address: _____

Full name of applicant, include aliases _____
DOB _____ Soc Sec # _____ Driver License #/State _____
Home Phone # _____ Work Phone # _____ Cell Phone # _____
Email address: _____

Please list all additional occupants, including children:

Full Name _____ DOB _____ Relationship to applicant _____

A min. of 3 years of rental history is required for each applicant.

Current address _____ City _____, State _____ Zip _____
Landlord/Manager _____ phone _____ rented from _____ to _____
Reason for moving _____

Previous address _____ City _____, State _____ Zip _____
Landlord/Manager _____ phone _____ rented from _____ to _____
Reason for moving _____

Previous address _____ City _____, State _____ Zip _____
Landlord/Manager _____ phone _____ rented from _____ to _____
Reason for moving _____

Applicant's Current Employer: _____ Dates at this Job: _____
Supervisor: _____ Supervisor's phone: _____
Gross Income per month \$ _____ Other income \$ _____ Source _____

Applicant's Current Employer: _____ Dates at this Job: _____
Supervisor: _____ Supervisor's phone: _____
Gross Income per month \$ _____ Other income \$ _____ Source _____

Will any pet(s) be living with you at the property? [] YES [] NO
If 'YES' Please describe (additional deposit and/or insurance may be required) :

Animal's Name _____ Species: _____ Breed: _____
Weight: _____ Age: _____ If canine has he/she ever bitten? _____ Explain: _____
Is animal primarily inside or outside? _____
Animal's Name _____ Species: _____ Breed: _____
Weight: _____ Age: _____ If canine has he/she ever bitten? _____ Explain: _____
Is animal primarily inside or outside? _____

Do you or any proposed occupants smoke? [] YES [] NO

Have you or any proposed occupants ever.....

Filed for Bankruptcy? [] YES [] NO Been sued? [] YES [] NO

Been evicted? YES NO Been convicted of a crime? YES NO

Are you required to register as a Sex Offender? YES NO

Explain any 'YES' listed above: _____

Please explain in detail any other problems you may be aware of; i.e. bad credit no credit, poor landlord history (Use separate paper for additional room): _____

Checking: Bank /Institution: _____ Branch _____ Account # _____

Savings: Bank /Institution: _____ Branch _____ Account # _____

Money Market: Bank /Institution: _____ Branch _____ Account # _____

Personal References: 1) Name _____ Relationship: _____

Address _____ Phone # _____

2) Name _____ Relationship: _____

Address _____ Phone # _____

In Case of Emergency: Name _____ Relationship: _____

Address _____ Phone # _____

Vehicles: Make _____ Model _____ Year _____ Color _____ License Plate # _____

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

I/We certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I/we have made any material false or incomplete statements in this application. I/we authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employee and personal references. I/we understand that if I/we have initiated a 'security freeze' on my credit information with and of the credit reporting agencies, I/we will promptly lift the freeze for a reasonable time so that my credit report may be accessed by the Landlord/Manager; and I/we understand that if I/we fail to do so, the Landlord/Manager may consider this an incomplete application.(CC § 1785.11.2) This permission will survive the end of my/our tenancy

Signature

date

Signature

date