

APPLICATION REQUIREMENTS

- APPLICANT:** All persons 18 years and older are required to fill out an application. .
- AGE:** Applicants must be at least 18 years old.
- HOUSEHOLD:** Household size limited to 2 persons per bedroom plus one.
- INCOME:** Legal and verifiable household income of at least three times the monthly rental rate.
- EMPLOYMENT:** *If employed for less than one year, we will also verify previous employment records. Self-employed persons will be required to submit their last two year's tax returns.*
- RESIDENCE:** *Owner policies vary; a payment history of not less than six months in a timely manner at the same location and favorable rental references from at least two previous addresses are required by most owners.*
- RENT:** Rent is due and payable in full on the first of each month.
- Application Fee:** Application fee may be paid by cash or money order only, **NO CHECKS**
- CASH:** We do **NOT** accept cash for security deposits, rent, late fee, first months rent must be a money order or cashiers check, etc.
- PETS:** No dogs, cats, birds, reptiles, rodents, fish or other exotic animals are permitted unless authorized in writing by owner/management. Additional deposits are required based on the size and type of pet.
- FEES:** Late Fees vary by property. Rent is due on the first (1st) day of each month and late if not collected by the close of business on the fifth (5th) day of each month and late charges will be assessed. Returned check charge is \$25.00.
- CREDIT** **We will access and verify your credit standing through a national credit reporting agency. Application may be denied for any or all of the following reasons:**
1. False information on the application.
 2. Incomplete or unsigned rental application.
 3. Household income is insufficient to cover 3 times rent.
 4. Credit report contains I-9's, collections, bankruptcies, judgments or liens.
 5. Two or more "60 days late" on credit report.
 6. Any current disputes with landlords or prior evictions.
 7. Unfavorable rental references.
 8. Unverifiable employment or income.
 9. Expressing hostility or demonstrating abusive behavior or language with management staff during application processing.
 10. Insufficient credit

Application to Rent

There is a \$25 to \$35 Non-Refundable Application Fee Per- Person depending on location.

Applicants Picture Identification Is Required Upon Submitting Application. Copy Will Be Made By Office

How Did You Hear About This Property? (circle one)

INTERNET OFFICE RENTAL LIST SIGN NEWSPAPER FRIEND

ADDRESS OF PROPERTY DESIRED: _____

Name: (Last)		(First)	(Middle)	Home Phone: ()	
Date of Birth:		Social Security #:		Work Phone: ()	
Photo ID:		Expires:	State/Country:	Type of ID:	
Present Address:		City:		State:	Zip:
Date In:	Date Out:	Owner/Manager:		Phone No: ()	
Current Rent: \$	Date Paid:	Reason for Leaving:		Fax No: ()	
Previous Address:		City:		State:	Zip:
Date In:	Date Out:	Owner/Manager:		Phone No: ()	
Rent: \$	Date Paid:	Reason for Leaving:		Fax No: ()	
Previous Address:		City:		State:	Zip:
Date In:	Date Out:	Owner/Manager:		Phone No: ()	
Rent: \$	Date Paid:	Reason for Leaving:		Fax No: ()	
PROPOSED OCCUPANTS INCLUDING YOURSELF(List Below)			APPLICANT AGREES TO MOVE IN BY:		
NAME		DOB	NAME		DOB
Employer Name:			Previous Employer's Name:		
Employer Address:			Employer Address:		
Phone: ()		Fax No: ()		Phone: ()	
Supervisor:		Supervisor:			
Present Occupation:			Previous Occupation:		
How long with this Employer?			How long with this Employer?		
Self Employed? (Need 1040's)			Self Employed? (Need 1040's)		
Current Gross Income: \$		Circle One:	Per Week	Per Month	Per Year
Other Source of Income: \$		Circle One:	Per Week	Per Month	Per Year

NAME OF BANK: _____ Branch: _____ Acct No: _____

NAME OF CREDITORS: _____ Monthly Payment:\$ _____

NAME OF CREDITORS: _____ Monthly Payment:\$ _____

AUTOMOBILE(S): Make: _____ Model: _____ Year: _____ License #: _____

Make: _____ Model: _____ Year: _____ License #: _____

Applicant Signature _____ **Date:** _____

AUTHORIZATION TO RELEASE INFORMATION TO PROSPECTIVE LANDLORD OR PROPERTY MANAGER

I, _____, represent that I am herewith applying to rent a residential premises from **Select Property Management, Inc.**

It is important that my prospective landlord or property manger be provided with information regarding my tenancy with the current or former landlords or property managers listed on page one of this application.

Each of the parties stated within is hereby requested and authorized to speak with or communicate with the prospective landlord or property manager set forth within for the purpose of discussing any tenancy. There are no limitations or restrictions regarding what may be discussed or revealed to my prospective landlord or property manager.

You are also herewith given express permission and consent to provide copies of my entire tenancy file to the prospective landlord or property manager set forth within.

I hereby hold the named parties free and harmless of any liability for providing written or verbal information and/or discussing the qualifying of my tenancy with my prospective landlord or property manager.

DATE _____ **SIGNED:** _____
Prospective Tenant

Select Property Management, Inc. Application/Rental Policy

1. All blanks must be filled in. If not applicable, write in "N/A".
2. Each adult applicant must fill out the Rental Application completely. Please allow approximately two working days to process the application. There is a \$25.00 - \$35.00 fee per adult applicant.
3. PETS are negotiable PER PROPERTY unless otherwise stated
4. A security deposit is required upon acceptance of the application. The owner may withhold from the deposit only such amounts as are necessary to remedy defaults such as, but not limited to, damage to the premises, cleaning of premises, payment of rent. The deposit and/or an itemized letter of Disposition of Deposit will be mailed within 21 days after the keys are turned in to the property manager.
5. Insufficient credit history, we may require 6 months proof of payments for, utility bills, rent, car loans, other loans, a minimum of two items will be required.
6. CASH IS NOT ACCEPTED - NO EXCEPTIONS for rent, security deposits, NSF fees, late fees.
7. Threatening or abusive language or behavior toward staff during the application process is an automatic disqualification.

Do you have the full amount of rent and deposits? _____

Are you aware of the utilities you will be responsible for? _____

Do you have pets? _____ Number of pets? _____ Type/Breed _____ Age _____ Indoor/Outdoor _____

Do you have liquid furniture or waterbed? _____ Describe? _____ Waterbed Insurance? _____

Do you use tobacco products? _____

Please answer the following questions. If you answer "Yes" to any of these, an explanation is required:

1. Have you ever filed a petition for bankruptcy? _____
2. Have you ever been evicted from a tenancy or had an eviction notice served on you? _____
3. Have you ever willfully or intentionally refused to pay rent when due? _____
4. Have you ever defaulted (failed to perform) any obligation of a rental agreement or lease? _____
5. Are you a current illegal abuser of a controlled substance? _____
6. Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____ Address _____ Phone: _____

PERSONAL REFERENCES:

Name: _____ Address _____ Phone: _____

Name: _____ Address _____ Phone: _____

Applicant agrees that all the above statements are true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of credit report and agrees to furnish additional credit references on request. **"As required by law, you are hereby notified that a negative credit report may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligation."** Applicant further agrees to hold harmless Select Property Management Inc., previous and future owners or managers from any liability for providing written or verbal information regarding the quality of tenancy. Applicant agrees that landlord may terminate any agreement entered into in reliance on any misstatement made on this application. Select Property Management Inc. abides by the Fair Housing Guidelines on occupancy of 2 per bedroom +1.

I have read and I agree to all of the above.

Applicant Signature _____ **Date:** _____

PRIVACY DISCLOSURE

OUR PRIVACY POLICY

We value you as a customer and take your personal privacy seriously. We collect nonpublic personal information from the following sources:

Information we receive on your application or other forms submitted to us on paper, electronically or by telephone

Information about your transactions with others and us

Information we receive from consumer reporting agencies, such as your credit report

We do not disclose nonpublic, personal information about you, except as permitted by law.

OUR PRIVACY PRINCIPLES

We restrict access to your personal account information to only those employees who need to know to provide products or services to you

We do not sell customer information

We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information

If you decide to cancel your application or become an inactive customer, we will adhere to the privacy policies and principles as described in this notice.

Your confidence in us is important, and we want you to know that your personal account information is safe. If you have any questions or concerns, please contact us at our local office:

Cameron Park	530-677-1414
Hayward	510-780-8519
Paradise	530-872-6823
Roseville	916-786-7100
Yuba City	530-671-8181.

By signing below, you have acknowledged reading and receiving a copy of this notice.

Applicant Signature _____ **Date:** _____



Select Property Management

A Member of the Select Group of Companies

Request for Verification of Employment

Top portion only to be completed by applicant.

Name: _____

Social Security Number: _____ D.O.B. _____

Signature of Employee, Select is requesting information on: _____

Bottom portion to be completed by employer.

Please complete the following information and return information to our office
Via Fax:

Person verifying information: _____ Title: _____

Date employment started: _____ Position Held: _____

Full Time or Part Time: _____ Temporary or Permanent: _____

Earns approximately: _____ Salary, Yearly, Weekly, or Hourly

If hourly, hours per week: _____

Please return attention to _____ Select Property Management Inc.
Fax Number _____



Select Property Management

A Member of the Select Group of Companies

Request for Verification of Rental Reference

Top portion to be completed by applicant.

Name: _____

Address of rental: _____

Signature of Applicant: _____ Date: _____

Bottom portion to be completed by current or prior landlord.

Please complete the following information and return information to our office
Via Fax:

Person verifying information: _____ Title: _____

Rental amount: \$ _____ Related to tenant: Yes or No

Move - in Date: _____ Was rent paid on time: Yes or No

If no, please explain: _____

Number of NSF Checks: _____ Did tenant pay NSF charges: Yes or No

Move out date: _____ Was a 30 day notice given: Yes or No

Any tenant related damages or maintenance, please explain: _____

Security deposit refunded? Yes or No If no please explain: _____

Would you re-rent to this resident? Yes or No If no please explain: _____

Please return attention to _____ Select Property Management Inc.

Fax Number _____