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## **Application Procedures / Checklist**

Please be advised that applications cannot be processed unless they are ***complete, legible*** and ***all requested documents are presented***. Please provide the following items along with your rental application:

- Completed and signed application for EACH adult (18 years of age +)
- A non-refundable credit check fee of \$35.00 per applicant (check or money order, paid to the order of Sand-Sea Property Management, Inc.)
- Rental history including contact numbers.
- Income verification – must be verifiable
- Proof of present address (if present address is not on paystub or driver's license)
- Proof of Social Security Number (copy of Social Security card, W-2 reflecting full Social)
- Show photo ID when submitting application (DL, state issued photo ID, Government ID card or Passport)
- Fico Score of 645 or greater.

The following may be grounds for automatic denial of application: Evictions, non-discharged bankruptcies (24 months), foreclosures (12 months)

# APPLICATION TO RENT

*(all sections must be completed – we cannot process an illegible application)*  
Individual applications required from each proposed occupant 18 years of age or older

## APPLYING FOR:

Apt No. \_\_\_\_\_ Located at \_\_\_\_\_ Rent Amt \_\_\_\_\_ Per \_\_\_\_\_  
How did you hear about rental? \_\_\_\_\_ Desired Move-In Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle  
Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Driver's License: State: \_\_\_\_\_ License#: \_\_\_\_\_ Email Address: \_\_\_\_\_

## LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT (attach additional page if necessary)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## RENTAL HISTORY

1. Current Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

2. Previous Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

3. Second Previous Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## TOTAL MONTHLY INCOME

1. Current Employment  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

2. Previous Employment  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

3. Other Income  
Monthly Amount \_\_\_\_\_ Source \_\_\_\_\_  
Monthly Amount \_\_\_\_\_ Source \_\_\_\_\_

## ADDITIONAL INFORMATION - Have you or any of the additional occupants listed above:

1. Are you a veteran?  Yes  No  
2. Had any credit problems?  Yes  No  
3. Had an unlawful detainer filed against you?  Yes  No  
4. Had an unlawful detainer judgment against you?  Yes  No  
5. Filed for bankruptcy in the last ten years?  Yes  No If yes when \_\_\_\_\_  
6. Ever used other names?  Yes  No If yes: How many/why? \_\_\_\_\_  
List/Explain \_\_\_\_\_  
7. Been convicted of a felony?  Yes  No  
8. Been convicted of a misdemeanor against persons or property?  Yes  No  
If you answered yes to either question 7 or 8: What and when? (Please attach additional page detailing conviction)  
Do you have any animals?  Yes  No If yes: How many? \_\_\_\_\_ Describe: \_\_\_\_\_

Do you have any water-filled furniture (including aquariums) in your residence?  Yes  No

(Continued)

**BANKING INFORMATION**

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Address & City	Phone	Time Known	Relationship
		( )		
		( )		
		( )		

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**VEHICLES**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report now and in the future. **Applicant expressly authorizes Owner/Agent to contact all persons or firms named above to verify the contents of this Application.**

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

**I declare that all of my statements on this Application to Rent are true and complete. If I fail to answer any question or give false information, I understand that my application may be rejected.** I understand that the Owner/Agent may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about applicant's compliance with contractual obligations.

Date: \_\_\_\_\_ Applicant \_\_\_\_\_

UNAUTHORIZED USE PROHIBITED

For Members Only  
Apartment Association,  
California Southern Cities  
Approved Form # F01 – 9/16

