

# Menifee Property Management

## RENTAL DOCUMENTS NEEDED

**Each person over 18 years of age is required to fill out a separate application and provide the following documents:** (DO NOT submit original documents as they will not be returned.)

**1. Rental Application** - Please be thorough and write neatly. **Do not leave out any information, or leave anything blank.** If there are credit issues, please provide an explanation on the applicable pages. **It is important for us to present your application in the best light possible.** When potential Landlords see that you take the time and care to prepare your application carefully, they will get the feeling that you will treat their house the same way.

**2. Copy of Driver's License or State I.D.**

**3. Copy of last Two Paycheck Stubs** (or last 2 years of Tax Returns if self-employed)

**4. Copies of last Two Bank Statements**

**5. Copy of recent Credit Reports**

(Note: You can provide us with a recent copy of your credit report, or obtain a copy of your credit report at [www.AnnualCreditReport.com](http://www.AnnualCreditReport.com). We can use these credit reports to submit with your offers to rent a particular property, **and attempt to get pre-approval** based on these reports. Ultimately however, a processing fee of between \$25-\$45 per person will be required. If you cannot provide us with a recent copy of your credit report, submit a \$30 per person application processing fee, in the form of a money order, made payable to: **Menifee Property Management** (Processing fees are non-refundable.)

Deliver completed applications and documents to us via fax: 951-742-4697

Or hand-deliver to: RE/MAX Diamond Realty  
Menifee Property Management  
27070 Sun City Blvd.  
Menifee, CA 92586  
(951) 309-1000 office

Please call us anytime if you have questions.

Larry Nemelka (714) 585-0474 Cell  
Cynthia Nemelka (951) 259-9019 Cell

LarryNemelka@yahoo.com  
Cynthia@TeamDadAndDaughters.com

\*\*\*\*Do Not Write in this Box – Management Use Only\*\*\*\*

Tenant Financial Obligation prior to Occupancy		CONTACT CHECKLIST
First Month's Rent	\$	Current Landlord Contacted – Timely Remittance
Security Deposit	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pet Deposit	\$	Current Employment Verified
Application Fee	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Report Fee	\$	Credit Report Determination
Other (specify)	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Income Verified (pay stub/bank statements)
<b>TOTAL</b>	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

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### APPLICATION TO RENT/SCREENING FEE

# of Applicants: \_\_\_\_\_ Applying as (check one) : \_\_\_tenant \_\_\_tenant with co-tenant(s) \_\_\_guarantor/co-signer

#### PROPERTY INFORMATION

Address of property to be rented: \_\_\_\_\_

Monthly rent amount \$ \_\_\_\_\_ Proposed move-in date: \_\_\_\_\_

#### PERSONAL INFORMATION

Full name of applicant \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Do you smoke? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State \_\_\_\_\_ Expires: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Individuals who will be living in the home:

Name	DOB	Age	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pets (number/type/spayed/neutered) \_\_\_\_\_

#### RESIDENCE HISTORY

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Rent Amt \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Rent Amt \_\_\_\_\_

**EMPLOYMENT HISTORY**

Current employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_ Gross Income per month \_\_\_\_\_  
Supervisor \_\_\_\_\_ Work phone \_\_\_\_\_  
Employer FAX: \_\_\_\_\_ Other Sources of Income \_\_\_\_\_

Previous employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_ Gross Income per month \_\_\_\_\_  
Supervisor \_\_\_\_\_ Work phone \_\_\_\_\_  
Employer FAX: \_\_\_\_\_ Other Sources of Income \_\_\_\_\_

**MONTHLY DEBT (MUST BE FILLED OUT COMPLETELY)**

Creditor \_\_\_\_\_ Amount owed \_\_\_\_\_ Monthly payment \_\_\_\_\_  
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Creditor \_\_\_\_\_ Amount owed \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Total Debt \_\_\_\_\_ Total monthly payments toward debt \_\_\_\_\_

**ASSETS**

Bank \_\_\_\_\_ Account # \_\_\_\_\_ Account balance \$ \_\_\_\_\_  
Bank \_\_\_\_\_ Account # \_\_\_\_\_ Account balance \$ \_\_\_\_\_

**PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_ Occupation \_\_\_\_\_

**NEAREST RELATIVES**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**OCCUPANT VEHICLES**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_

*In case of emergency, please notify* \_\_\_\_\_ *Relationship* \_\_\_\_\_  
*Address* \_\_\_\_\_ *Phone* \_\_\_\_\_

**(If you answer "YES" to any of the following questions, provide details on "Explanation of Issues" page)**

Have you ever been a party to an unlawful detainer action? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you ever been evicted? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you filed for bankruptcy in the past 7 years? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you or any proposed occupant ever been convicted or plead "no contest" to a felony?

No \_\_\_\_\_ Yes \_\_\_\_\_

Have you or any proposed occupant ever been asked to move out of a residence? No \_\_\_\_\_ Yes \_\_\_\_\_

Do you have any current judgments or accounts in collection? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you had any judgments against you or had any accounts go to collection within the past 3 years?

No \_\_\_\_\_ Yes \_\_\_\_\_

**EXPLANATION OF ISSUES AND/OR CREDIT PROBLEMS:**

Applicant understands and agrees that this is an application to rent ONLY and does not guarantee that applicant will be offered the Premises. Landlord or Manager or Agent 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 Manager or Agent, to whom this application is submitted, the right to verify the information provided and to obtain credit reports on applicant.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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Dates of occupancy: From \_\_\_\_\_ To \_\_\_\_\_

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Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate \_\_\_\_\_

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Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

LETTER OF AUTHORIZATION

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by MENIFEE PROPERTY MANAGEMENT and I/We certify that to the best of my/our knowledge all statements are "true and complete". I/We further authorize MENIFEE PROPERTY MANAGEMENT and/or \_\_\_\_\_ to obtain CREDIT REPORTS, EMPLOYMENT REFERENCES, COURT, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, and RENTAL REFERENCES as needed to verify all information put forth on this application, and otherwise available, regarding all applicants identified on this application (for minor children, the undersigned parent/guardian authorizes the above-information to be obtained on their behalf.)

Further I/We warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I/We understand and agree that if subsequently a determination is made that I/We provided false or inaccurate information on the rental application it is a breach of any terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

APPLICATION SCREENING FEE OF \$30 PER PERSON IS NON-REFUNDABLE

_____ Applicant #1 (print name)	_____ Applicant #1 Signature	_____ Date
_____ Applicant #2 (print name)	_____ Applicant #2 Signature	_____ Date
_____ Applicant #3 (print name)	_____ Applicant #3 Signature	_____ Date
_____ Applicant #4 (print name)	_____ Applicant #4 Signature	_____ Date